

# RONNIE PRASSAS

PRIVATE SERVICE - ESTATE  
MANAGEMENT / BUTLER



## PERSONAL PROFILE


A dynamic & energetic private service individual with 9 + years of experience. Searching for a position to support an individual or family with their everyday needs.

Enjoys a fast-paced environment with high standards.

Very personable with great attention to detail. Able to work alone and with a team. Strong communication & problem-solving skills.

Outstanding recommendation letters from all principles.

## CONTACT

 505 W 43rd Street  
New York, NY 10036  
**OPEN TO TRAVEL**

 Ronnie.Prassas@gmail.com

 917-841-3377

 RonniePrassas

## EDUCATION

**LYNN UNIVERSITY**  
**Graduated 2012**

B.S. HOSPITALITY  
MANAGEMENT Boca Raton FL

## SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Extremely confidential and private

## WORK EXPERIENCE

### **Private UHNW Individual -House Manager / Major Domo- New York, NY**

FULL TIME - AGUST 2021 - CURRENT

- Oversee multiple estates and take charge on behalf of the owner.
- Handle and oversee Estates, Mega Yachts, and private Jet
- Provide a strong confidentiality for the client and their guests
- Work around the clock to assist with the homeowner schedule
- Outstanding time management and time-oriented skills.
- Work directly with the high-profile individual daily
- Travel preparations, packing and unpacking the principal
- Supply stock and sourcing of favorite household items.
- Supervision of service staff, landscaping, maintenance, and fleet of luxury vehicles
- Provide hands on with maintenance or otherwise oversee contractors and vendors
- Training and managing a large housekeeping and laundry staff
- Solving problems and troubleshooting for the best results
- Provide outstanding semi -formal meal service
- Floral displays and table settings and dining arrangements.
- Being very flexible and willing to travel last minute with the client.
- Provide excellent service to the executive assistant or principal directly.
- Attention to detail prepping the estate stocking for the family before their arrival.
- Chauffeured family/guests to and from the helicopter, airport, meeting, appointment, or restaurants to and from their desired destination
- Provided security services for the family coming and going daily.
- Running household errands for the family and the house office.
- Worked varied shifts to best accommodate the family - including weekends and holidays.

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## WORK EXPERIENCE

### **Private Celebrity Family -House Manager / Caretaker - New York, NY**

FULL TIME - MAY 2019 -JUN 2021

- Provide a strong confidentiality for the client and their family.
- Worked directly with the high-profile celebrity and their very large staff.
- Provide excellent service to the family executive assistant or principal directly.
- Provide guest and family with drinks before principal arrived
- Provide casual meals throughout the day and cleaned afterwards
- Attention to detail prepping the estate for the family before their arrival
- Provide animal care include bathing, walking, feeding,
- vet visits and purchasing pet supplies
- Excellent time management and time-oriented skills.
- Manage a very large employee scheduling and payroll.
- Provide security services overnight for the residence.
- Provide security services for the family coming and going daily.
- Oversee vendors and contractors for the very large NYC townhomes
- Promptly worked around the clock for multiple months to oversee and manage a large construction project for the residence.
- Provide handyman work to cut cost for the celebrity.
- Assist with miscellaneous jobs throughout the estate for office and principal.
- Assist executive assistant for getting quotes for family hobbies and home improvements.
- Assist with the executive assistant on finding particular items in the city for the office and the large family.
- Running household errands for the family and the household office.
- Prepared excellent service for the executive assistant with shipments and deliveries.
- Assist family with packing and unpacking when traveling.

### **Private Celebrity UHNW Family - Butler / Jr. Estate Manager - New York, NY**

SEASONAL POSITION - APRIL 2018 - DEC 2018

- Provided exemplary level of personalized service to assure family's comfort, security and desired standard of living
- Provided service for 3+ buffet style meals per day.
- Provided formal or casual service for the Mr. & Mrs. depending on the room and atmosphere.
- Setup for intimate and large-scale gatherings on the property
- Gathered & Reviewed specialized information on all guests in order to serve them appropriately
- Assisted other team members in the purchasing/preparation of food items, beverages & garnishes.
- Traveled abroad with the family and their celebrity friends.
- Assisted guest with luggage, transportation and any further arrangements the guest desires.
- Managed the refreshment bar in all guest rooms (ordering, inventory and storage)

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PRIVATE SERVICE

- Assisted family with packing and unpacking when traveling.
- Chauffeured family/guests to and from the helicopter, airport, meeting, appointment or restaurants to and from their desired destination
- Specialized in catering to celebrities ensuring privacy is always a top priority.
- Cooked light meals for the kids or family when the chef was unavailable.
- Assisted Housekeeping to maintain service needs for the family and their guests
- Provided Pet Care (feeding, walking, administering medication & purchasing pet supplies)
- Routinely run family errands to ensure all tasks are completed on the property
- Worked varied shifts to best accommodate the family – including weekends and holidays

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## **Private UHNW Family - Estate Manager / Chauffeur / Butler / Concierge Ocean Ridge, FL**

FULL TIME MAY 2012 - FEB - 2018

- Planned & Execute the overall management of the Ocean Ridge Estate
- Completed all short and long term wishes of the estate owner
- Responsible for hiring, training and ongoing management of staff to meet the service needs of the household
- Delegated each functional area to experts in each area. Interfacing with accountants, attorneys, curators, captions, pilots, architects, etc.
- Screened all outside vendors entering the property, including general contractors, construction workers, grounds crew, mechanics, etc.
- Prepared the property for the arrival of the estate manager and his family after travel. Make sure the staff is always up to speed on what is expected.
- Planned & Execute events for the owner. Contact top caterers, event planners, temporary staff, and entertainment agencies.
- Specialized in catering to celebrities ensuring privacy is always a top priority
- Purchased food and beverages for the family and their guests with a dedicated budget.

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