

Curriculum Vitae

Kevin Johnson



PERSONAL DETAILS:

Phone	+44123456789
Email	kevin.johnson@greenbaizedoor.com
Town	B. du Rhone
Country	France
Age	43
Country of birth	United Kingdom
Citizen of	United Kingdom
Current status	Happy in current position and not interested in moving
Marital status	Single
Languages spoken	English
Smoking status	No
Work permit/visa details	Able to work in Europe & elsewhere on application.
Driving license details	British
Gun license status	Do not have a gun license
Profile	Discretion & integrity, combined with strong organisational skills and persistent attention to the detail, ensure quality results in every aspect of office, event, estate and household duties. A committed professional who works with pride and infectious enthusiasm, who thrives on taking projects from concept to a successful conclusion.
Personal interests	World Travel / Keeping fit (swimming & cardiovascular) / World Politics / Keeping up to date with the innovations made in the Hospitality Industry

POSITION SOUGHT:

Positions sought	House Manager, Secretary, Personal Assistant
Notice required...	2 months
...or date available	01 January, 2010
Minimum salary required	N/A
Regions considered	Travelling, UK - London
Requires accommodation?	No
Comments	Please Note: This CV is presented by Kevin Johnson to show readers how the Green Baize Door CV Wizzard can be used to format a Curricula Vitae.

EMPLOYMENT DETAILS:

Employer name An American Businessman & His Family
Employment type Full-time
Employer location London + Travel
Position held Estate(s) Manager
Employed for: 2 years 3 months
Responsibilities and duties Property Manager, Principle Responsibilities: Recommending improvements and presenting project concepts / Sourcing decorators, architects and contractors (joiners / plumbers / painters etc) / Preparing tenders, scrutinizing, providing written analysis and counsel / Planning ensuring that contracted works create minimal disruption / Project Management contracts, time-schedules, quality control and authorising payment / Overseeing the implementation of maintenance programs. Personal Assistant, Principle Responsibilities: Travel arrangements: co-ordinating pilots, chauffeurs & ground agents / Overseeing the planning, preparation & instigation of every detail relating to parties & events / Justifying petty-cash, cheque and card purchases/expenses drawn against business accounts / Managing the purchase, preparation and delivery of gifts / Overseeing: the domestic staff in various homes, including the yacht/aircraft service crew / Staff: sourcing, interviewing, preparation of terms of employment; training as required

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Employer name Mrs. U Schwarzenbach
Employment type Full-time
Employer location UK - London
Position held Personal Assistant
Employed for: 4 years 5 months
Responsibilities and duties Updating and co-ordinating The Patron's (electronic) diary - Microsoft Outlook / Dealing with telephone, email and written correspondence - Microsoft Word & Excel / Travel arrangements: co-ordination of transport, chauffeurs & agents (travelling with The Patron if required) / Justifying petty cash, cheque and card purchases & expenses drawn against business accounts / Sourcing antique, contemporary furniture, objets d'art and/or obscure items (out of print books, out of production porcelain etc).

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Employer name A Middle Eastern Gentleman
Employment type Full-time
Employer location Middle East & Europe
Position held Personal Assistant
Employed for: 2 years 2 months
Responsibilities and duties House Manager of two properties, including a 5,000 SqM Mayfair residence / Responsible for in-house and sub-contracted services, with the exception of security, but including: house-keeping, food and beverage and maintenance / Maintaining and operating these residences to a strict budget / Accompanying The Principle on private and official trips abroad and then taking charge of hotel/accommodation, catering and travel arrangements / Supervising the service aboard The Principle's motor-yacht.

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Employer name A Middle Eastern Royal Family
Employment type Full-time
Employer location The Middle East
Position held Estate(s) Manager
Employed for: 7 months
Responsibilities and duties Introducing book-keeping systems and protocols to clarify both purchasing & expenditure / Management of the catering departments in The Royal Court which serviced The Official Residence, The Summer Palace, and The Palace used for visiting dignitaries and the banqueting facilities in Palace / Locating and employing new heads of department, initiating training programs to improve standards and efficiency / Organising the staffing and catering of overseas visits, including State Visits / Initiating and overseeing the redecoration of The State Dining-Room & Reception Rooms, the official guest accommodation, the conference facilities and The Principle's study.

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Employer name A Canadian Businessman & His Wife
Employment type Full-time
Employer location UK - London
Position held House Manager
Employed for: 1 years 4 months
Responsibilities and duties Managing a house staff of eight and overseeing contracted services / Organising of formal lunch, dinner, buffet and drink parties for 2 - 350 guests / Advising on choice of wine and maintaining inventories of the wine & spirit cellar / Organising floral and decorative effects / Staff: sourcing, interviewing, preparation of terms of employment; training as required / Programming staff days-off & holidays to suit the Chairman's schedule / Sourcing contractors (joiners / plumbers / painters etc) and putting work out to tender / Ensuring contracted work was fitted to the Chairman's schedule / Ensuring contracted work was completed to standard and invoices paid / Justifying monthly household & weekly petty-cash accounts / Accompanying the Chairman and his wife abroad (to USA & Canada) / Overseeing table and room service for the Chairman / Packing and un-packing for the Chairman and his guests, valeting as required

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Employer name A European Businessman & His Family
Employment type Full-time
Employer location France - Provence
Position held Estate(s) Manager
Employed for: 5 years 2 months
Responsibilities and duties Projects have included: the addition of 800 SqM of accommodation / the creation of 3 acres of formal gardens / the installation of professional kitchens, pantries, laundries and pressing facilities / Recommending improvements and presenting project concepts / Sourcing decorators, architects and contractors (joiners, plumbers, painters etc) / Sourcing tenders: scrutinizing, providing written analysis and counsel / Planning: ensuring that contracted works create minimal disruption / Project Management: contracts, time-schedules, quality control and authorising payment / Creation and implementation of maintenance programs

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Employer name Mr. & Mrs U. Schwarzenbach
Employment type Full-time
Employer location UK - Oxfordshire
Position held Butler
Employed for: 1 years 9 months
Responsibilities and duties Table and room service for both family and guests / Packing and un-
packing luggage (valeting as required)/ Organising formal lunch,
dinner, buffet, drinks-parties and themed parties for 2-350 guests /
Locating free-lance staff as required / Organising floral and/or
decorative effects, and if required, locating entertainment /
Maintaining wine & spirit inventories / Creating and maintaining
inventories of: fixtures & fittings, furniture & art, linens, tableware /
Drafted-in to conduct service aboard a yacht, steam-launch and
aircraft as required

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Employer name A European Aristocrat & His Family
Employment type Full-time
Employer location London
Position held Butler
Employed for: 7 months
Responsibilities and duties I was responsible for the cleaning and storage of antique silver /
Serving at the table, for both family meals and business events /
Packing and un-packing for the family and guests, valeting as
required / Assisting the housekeeper and maid with heavy (high)
cleaning. Looking after the family dog.

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Employer name An American Businessman & His Family
Employment type Full-time
Employer location France - Paris
Position held Cook-Butler
Employed for: 1 years 2 months
Responsibilities and duties See reference for job details

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Employer name Her Britannic Majesty's Ambassador
Employment type Full-time
Employer location France - Paris
Position held Footman
Employed for: 1 years 1 month
Responsibilities and duties See reference for job details

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EDUCATION DETAILS:

School	School of Hotel Management
Location	United Kingdom - Kent
Years spent at this school	2
Summary of qualifications achieved	City and Guilds of London Institute examinations 706 1 & 2 Cookery for the catering industry / 707 1 & 2 Food and beverage service / 708 Accommodation services The Thanet Technical College Diploma in: Accommodation Services Food and Beverage Service
School	Secondary Modern
Location	United Kingdom - Kent
Years spent at this school	5
Summary of qualifications achieved	Certificates of Secondary Education: English Literature / English Language / Mathematics / Geography / 20th century History / Music / Chemistry / Physics / Home Economics

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