

Curriculum Vitae

Martin P. Higgins



PERSONAL DETAILS:

Phone	077 256 44442
Email	martin.higgins@greenbaizedoor.com
Town	Stoke Newington
Country	United Kingdom
Age	41
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	Italian, French
Smoking status	No
Work permit/visa details	None
Driving license details	British
Gun license status	Do not have a gun license
Profile	I am a dedicated, detail oriented professional in the Private Service Industry. I have a wonderful disposition and I very much enjoy looking after others and ensuring my employers' life runs smoothly and harmoniously through my efforts. I work very well with others, I am a very good organizer and am very flexible.
Personal interests	I enjoy yoga, working out, fine dining, interior design and spending time with my friends and family

POSITION SOUGHT:

Positions sought	Estate(s) Manager
Notice required...	N/A months
...or date available	
Minimum salary required	N/A
Regions considered	UK - London
Requires accommodation?	No
Comments	Please Note: This is presented by Martin Higgins only 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 and His Family
Employment type Full-time
Employer location London
Position held House Manager
Employed for: 3 years 3 months
Responsibilities and duties Responsibilities for running a formal residence and acting as hands-on butler when the family are in residence

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Employer name The Household of a Gentleman
Employment type Freelance
Employer location London
Position held Care Assistant
Employed for: 1 years 1 month
Responsibilities and duties I was a carer and butler for an Ex- Ambassador who was suffering from Althziehmers.

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Employer name The Household of a Lady
Employment type Full-time
Employer location New York
Position held Estate(s) Manager
Employed for: 8 years 8 months
Responsibilities and duties The daily running of the New York Household * Supervising and employing all household staff * Being also responsible for the smooth running of the Aspen and Connecticut Estates * Liaising with contractors and the design teams throughout the construction of the Connecticut Estate on all areas, and being on site each week during this time * Photographing and cataloguing all items in storage, prior to organizing delivery to the different homes * Working with the interior designers in each estate * Responsible for putting together the complete inventory of furnishings, fixtures and fittings of all buildings on The Estates * Responsible for re-organizing the silver, glassware and china inventory for each Household * Liaising with caterers, trades people, designers and manufacturers around the World for many different tasks and purchases required * Formal service of food and beverages * Organizing caterers for large scale entertaining * Care of silver, crystal and china * Frequently assisting in Housekeeping and deep cleaning, including floor polishing and minor repairs * Organizing, recording and checking cleaning schedules for housekeeping staff * Care of house plants and orchids * Computer work, putting together a filing system and all manner of secretarial duties * Assisting where and when necessary, with menial and more important duties, to ensure the smooth running of the Households and the happiness and graceful living of my employer.

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Employer name A European Businessman and His Family
Employment type Full-time
Employer location UK
Position held Butler
Employed for: 1 years 5 months

Responsibilities and duties The daily running of the Household * Care of china, crystal and silverware * Care and service of fine wines and spirits * Service of food and beverages * Household accounts * Valeting, storage and packing of clothes * Flower arranging * Chauffeuring * International travel for duties in other residences.

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Employer name A European Aristocrat
Employment type Full-time
Employer location Palma de Majorca
Position held Chief Steward(ess) - Yacht
Employed for: 11 months

Responsibilities and duties Upkeep and housekeeping of all staterooms and living areas * Preparation of the Interior before and after cruises * Care of china, crystal, silverware and fine arts * Cataloguing the above on computer * Organizing beverages, housekeeping supplies and perishables, for and during the Season * Service of food and beverages * Household accounts * Valeting, storage and packing of clothes * Flower arranging.

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Employer name A European Royal Family
Employment type Full-time
Employer location London
Position held Butler
Employed for: 3 years 3 months

Responsibilities and duties Care of silverware, silver gilt, crystal and china * Transportation of the above to the various Royal Residences and abroad, including organizing what will be required, cleaning, packing and security * Preparation of, and service at, receptions, dinners, banquets and State Occasions * Care and service of fine wines and spirits * Seeing in and out members of The Royal Family and their guests * Looking after members and various guests of The Royal Family at the various Residences * Accompanying The Royal Court to the various residences and to the Royal Yacht * Carriage Duties to Embassies around London.

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EDUCATION DETAILS:

School Birmingham College of Food, Tourism and Creative Studies
Location Birmingham, West Midlands
Years spent at this school 4
Summary of qualifications achieved B/tec OND in Catering and Hotel Management
B/tec HND in Catering and Hotel Management

School Alderbrook Comprehensive
Location Solihull, West Midlands
Years spent at this school 5
Summary of qualifications achieved 8 0 Levels, including: English Literature B / English Language C / Mathematics B / Chemistry C / Biology B / History A / Commerce B / Art B