



Michael ANDERSON

HOUSEHOLD MANAGER

Experienced Household Manager with a strong foundation in managing domestic services for distinguished clientele. Adept at coordinating multifaceted household operations with a focus on efficiency and quality. Proven ability to lead and mentor a team of domestic staff while fostering an environment of collaboration and respect. Expertise in financial management, vendor negotiations, and event planning ensures comprehensive oversight of household budgets and expenditures.

CONTACT

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SKILLS

- Operational Management
- Financial Oversight
- Staff Development
- Event Planning
- Vendor Coordination
- Communication Skills

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN HOSPITALITY
AND TOURISM MANAGEMENT,
UNIVERSITY OF FLORIDA, 2013**

ACHIEVEMENTS

- Reduced household operational costs by 12% through effective vendor management.
- Successfully organized a series of family celebrations that received positive feedback from guests.
- Awarded for exemplary service and dedication to client satisfaction.

WORK EXPERIENCE

HOUSEHOLD MANAGER

Private Luxury Villa

2020 - 2025

- Oversaw all aspects of household management, ensuring alignment with client expectations.
- Developed and implemented systems for effective staff coordination and task management.
- Managed household budgets, ensuring financial efficiency and accountability.
- Coordinated vendor services for maintenance, cleaning, and event planning.
- Conducted performance evaluations for household staff, providing constructive feedback.
- Ensured compliance with safety regulations and household policies.

DOMESTIC OPERATIONS COORDINATOR

High-End Family Residence

2015 - 2020

- Assisted the Household Manager in daily operational oversight and staff management.
- Maintained supply inventories and procured household essentials.
- Organized family events, managing timelines and details meticulously.
- Facilitated communication among staff and family members for effective service delivery.
- Monitored household systems to ensure optimal functioning and maintenance.
- Participated in staff training and development to enhance service quality.