

The International Guild of Professional Butlers



CONFIDENTIAL REPORT

on

Ms. DEBRINA WOODS

For the position of

BUTLER/ESTATE MANAGER/PRIVATE CHEF

Compilation Date: 02/2009

Ms. Debrina Woods

GENERAL DATA

Full name	Ms. Debrina Woods
Current Location	Palm Beach, Florida USA
Telephone	+ (011) 561 – 691 – 1797
Fax	+ (011) 886– 455 – 3394 (US Toll Free)
Mobile telephone	+ (011) 561 – 707 – 0900
E-mail address	debrinawoods@aol.com
Personal WEBSITE ADDRESS:	www.debrinawoods.com
Nationality	US
Languages	English - Fluent Spanish - Moderate
Income	High end of current industry standard
Professional affiliations	<ul style="list-style-type: none">• The International Guild of Professional Butlers• The Domestic Estate Managers Association (DEMA/ <i>Note: Selected as their featured House Manager - in the 2008 Issue of the DEMA Chronicle.</i>• American Personal & Private Chefs Association• Chefs USA
Married/Partner status	Single/No children

References available upon request

** She has participated in the extensive life saving training programs required by both the US Coast Guard (STCW95 & Red Cross CPR and portable defibulator training Dec 2006) and Aviation's very thorough, F.A.C.T.S training with completion of additional extra courses in home/aircraft/yacht security.

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SUMMARY EVALUATION for Debrina Woods:

Debrina Woods displays an instinctive flair and knack for what the true concept of providing luxury service to a private household entails and has excelled and assumed the leadership position throughout her career. She cares...and it shows!

"Thus, based on her previous experience and skills honed in managing (multiple) prestigious private properties, we are confident that she would be a great addition to any staff and employer in need."

Her resume that highlights her ability/knowledge/expertise in both private estate management and managing for the premium luxury hotel industry, should assist you in a summation of her qualifications and you will see that during her time spent in service to the Henrik Barkley de Pearson household, she was able to successfully function and manage in all the many areas and fulfill requirements similar to those you have listed as your need in seeking to find the right person to fill this position.

She is skilled, enthusiastic and very professional in her approach to her duties and in her unique ability to help your expectations for your household, succeed and become a reality.

Further, she is not career building but, seeks an employment commitment that will be mutually beneficial to the investment you will both make to each other over the long term.

You will find her knowledgeable, well organized and utterly DISCREET

Moreover, she is very computer proficient and utilizes the latest in high tech household management software providing the best private service experience possible...

Not only for TODAY...but for TOMORROWS need as well!

NOTE: She has also had experience in managing fine automobile collections (which have included: a vintage 2+2 Lamborghini, 356C Porches, Ferrari Testarossa's and a rare Vector W8. She has personally collected (3) Austin Healy 3000 motorcars and participated in their complete restorations for Concours d' Elegance display and competition...and she has served as the flight crew (Cabin Attendant/Chef) aboard a private 727 jet aircraft.

Debrina Woods has experienced first hand over the long term, the good planning skills involved in managing multi-location properties, with her goal to have the transition between them seamless and of the same familiar high standard (per her employers design).

She is extremely familiar with the complete setting up and closing down of large households (domestically and internationally) and with both new construction and renovation involvements and responsibilities.

What's more, she seems to ADORE technology and is very comfortable with (electronic) entertainment and modern security systems.

NOTE: Typically, it is requested that all prospective candidates for similar employment positions, have prior experience in:

- Overseeing household budgets and tracking expenses,
- the supervising/hiring of personal staff(s),
- planning events, (dinner parties, fundraisers, birthday parties, organizing private dinners;
- experience hiring consultants and negotiating contracts, (designers, architects, caterers, party planners);
- arranging complex travel, including coordinating private aircraft and yacht maintenance, also schedule, itinerary and usage, as these are integral aspects of this role)

- Candidates must also be well-networked (knowledge of the top restaurants, best chefs, caterers, florists) and if you don't know something, have the resources in place to find out. Respond expeditiously to diverse assignments and take responsibility for projects from beginning to end.

- They must consistently operate with a sense of urgency while not losing sight of the details! Understand that, No task is too small and they must have a "whatever it takes" attitude. Respond expeditiously to diverse assignments and take responsibility for projects from beginning to end.

- Flexibility to travel is also important; as there may be some travel associated with these positions and that they must be a self-starter and possess exceptional organizational skills.

"Please be assured...that EVERYTHING as stated in the section above, is within her professional sphere of familiarity and management expertise."

Moreover, having been the Catering and Conference Services Director for a large resort hotel property, owned her own catering business, functioned as a classically trained (Paris) Private Chef to both estate properties and the luxury yachting industry, as well as having worked with many world renowned Celebrity Chefs (Jacques Pepin, Jeremiah Tower, Wolfgang Puck)..she can also work and manage within a Chef's perspective and sphere of inspiration and understanding, very effectively.

She is familiar with the process of accountably and in the past she was required to present multiple options and bids for work to be done, negotiate customer loyalty discounts and preferential service when required and has built up over the years a vast network (globally) to assist her in presenting the BEST possible service to her employer and FAIR and un-inflated cost.

Bottom-line: she is a smart shopper who does NOT take her employers wealth for granted or be complacent about unnecessary cost.

She has ZERO TOLERANCE for FINANCIAL ABUSE!

Debrina Woods will not only provide you with written and photographic inventories but video logs as well. As mentioned, as a corporate restaurant manager for hotel properties it was her responsibility to also function and assist in developing set budgets on a regular basis.

Debrina Woods: Summary of Professional Services

She will provide Consistent, Competent and Accountable:

- Selection, training and supervising of household staff from butlers to chefs
- Planning out and organizing daily household schedules
- **She has created an ongoing 250 page house management manual, covering:**
 - Staff job descriptions and household employment guidelines
 - Assignments of roles and duties for staff and staff scheduling
 - Standardized TRAINING for staff providing consistency between multiple properties and staff.
 - Safety and security training **
 - Responsibilities and dress code of each member of the staff
 - Proper household in-service personnel decorum
 - Maintenance schedule for mechanical and security systems
 - Use and care of high end electronics
 - Instructions for the families meal preparations, service etiquette, table setting
 - Household Personalization and employer specifications and expectations
 - Complete catalogue of vendors and contractors contacts and their performance
 - Whole house inventory; photo log, video and computer record
 - Each room housekeeping preference and set up log
 - Guest and family personal preference information
 - Landscaping information and home/local area special features information for guests
 - Vehicle maintenance and management
 - Household accounting procedures
 - Supervising staff's performance in order to maintain an overall high standard of cleanliness and image and to document regularly scheduled performance assessments.
 - Provide cross training (where interest is shown) and special projects training including floral arranging and assisting with holiday and special events decorations and organization.
 - Selecting outside vendors and scheduling and coordinating maintenance and repairs services
 - Overseeing remodeling projects and collaboration with decorators, architects, contractors, etc.
 - Creating calendar of festivities, family celebrations, birthdays (both, family and staff) etc.
 - Assisting with the social correspondence, personal and household shopping.
 - Coordinating travel arrangements and packing for trips, providing valet service/wardrobe care
 - Acting as the liaison between you and your staff, outside vendors and contractors
 - Planning and creating very exclusive social events with associated protocol and attention to culinary and environmental details.
- **Personal Chef Responsibilities provided upon request of employer and household guests when required.**
- Provide and maintain a Household Budget

She also utilizes the latest in high tech estate management software to insure that all systems, functions and staffing are maximizing at their full efficiency and potential, not only for TODAY...but also for Tomorrow.

References available upon request

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