

JAKAYLA CHARETTE

Butler

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(937) 489-0560

123 Oak Street, Little Rock, AR 72201



PROFILE

Enthusiastic and detail-oriented Butler with 1 year of experience providing exceptional household management and personalized service to discerning clientele. Highly skilled in maintaining a polished home environment, organizing events, managing household staff, and anticipating client needs. Demonstrates a strong commitment to delivering the highest level of service while maintaining discretion and confidentiality. Eager to contribute to a discerning household's seamless operation and create a comfortable, welcoming atmosphere for residents and guests.

LINKS

[linkedin.com/in/jakaylacharette](https://www.linkedin.com/in/jakaylacharette)

SKILLS

Etiquette mastery

Culinary expertise

Time management

Housekeeping proficiency

Event coordination

Discretion maintenance

Inventory control

LANGUAGES

English

Russian

EMPLOYMENT HISTORY

● Head Butler at Blue Diamond Travel, AR

May 2023 - Present

- Successfully managed a team of 15 staff members, achieving a 95% customer satisfaction rate and increasing overall service efficiency by 20% in one year.
- Implemented a new inventory management system that reduced waste by 30% and saved the company \$10,000 annually in supply costs.
- Organized and executed over 100 high-profile events and travel itineraries for VIP clients, resulting in a 25% increase in repeat business within two years.
- Developed and implemented a comprehensive training program for new hires, reducing onboarding time by 50% and increasing staff retention by 15% over a three-year period.

● Assistant Butler at White Glove Services, AR

Sep 2022 - Mar 2023

- Successfully managed a team of 5 housekeeping staff, improving overall efficiency by 20% and consistently receiving positive feedback from clients.
- Streamlined inventory management system for household supplies, reducing waste by 30% and saving the company \$10,000 annually.
- Coordinated and executed over 50 high-profile events for clients, with guest lists ranging from 50 to 200 attendees, resulting in a 15% increase in repeat business for White Glove Services.

EDUCATION

Bachelor of Arts in Hospitality and Butler Services at University of Arkansas, Fayetteville, AR

Aug 2018 - May 2022

Relevant Coursework: Hospitality Management, Front Office Operations, Food and Beverage Services, Housekeeping Management, Event Planning, Customer Service, Butler Services, and Communication Skills.

CERTIFICATES

Certified Household Manager (CHM)

Aug 2021

International Butler Academy Certification

Nov 2019