

Eugena Mulvaney

Estate Manager

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☎ (586) 698-5849

📍 123 Main St, Boston, MA 02108

EDUCATION

Bachelor of Business Administration in Estate Management at Boston University, MA

Sep 2014 - May 2018

Relevant Coursework: Property Valuation, Real Estate Investment, Property Management, Real Estate Law, Facilities Management, Urban Planning, Construction Technology, Land Economics, and Real Estate Marketing.

LINKS

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

SKILLS

Budgeting

Staff Supervision

Property Maintenance

Event Planning

Security Management

Vendor Coordination

Inventory Control

LANGUAGES

English

French

HOBBIES

PROFILE

Dedicated Estate Manager with 5 years of experience in overseeing daily operations and maintenance of high-value properties. Proven ability to manage staff, budgets, and vendors to ensure high-quality service and client satisfaction. Expert in project management, event planning, and implementing cost-saving measures. Strong communication and leadership skills, with a commitment to maintaining exceptional living environments for residents.

EMPLOYMENT HISTORY

● Estate Manager at Bain Estate Management, MA

Mar 2023 - Present

- Managed a \$10 million estate renovation project, overseeing a team of 20 contractors and completing the project within the allocated budget and timeline, resulting in a 15% increase in property value.
- Successfully reduced annual operational costs by 25% (\$250,000) through the implementation of energy-efficient systems and effective cost management strategies, increasing the estate's overall profitability.
- Streamlined estate staffing, leading to a 30% improvement in staff productivity and a 20% reduction in labor costs, while maintaining a high level of service and guest satisfaction.
- Implemented an advanced security system for the estate, reducing security breaches by 90% and ensuring the safety and privacy of the property and its occupants.

● Assistant Estate Manager at Boston Estate Management, MA

Sep 2018 - Feb 2023

- Implemented a new property management software that increased operational efficiency by 25% and reduced administrative costs by 15% at Boston Estate Management, MA.
- Oversaw the successful completion of a \$3 million estate renovation project within budget and ahead of schedule by three months, resulting in a 10% increase in property value.
- Streamlined the vendor management process, reducing response times by 40% and saving the company \$100,000 annually in maintenance and repair expenses.

CERTIFICATES

Certified Household Manager (CHM)

Oct 2021

Certified Estate Manager (CEM)

Mar 2020

MEMBERSHIPS

International Association of Professional Estate Managers (IAPEM)