

MATTHEW COLE

PROFESSIONAL EXPERIENCE

James Rupert Murdoch

Estate Manager

4/2014 – 1/2015

New York, NY (UES)

Operational Functions:

- Historic 15,000sqft ultra-modern estate on Manhattan's Upper East Side
- Coordinated and supervised staff of 8 on-site employees in a formal to semi-formal environment
- Extensive construction oversight, with ongoing contractor & vendor management after completion
- Maintenance of extensive state-of-the-art computer and mechanical functionalities of estate
- Maintenance of Savant smart home system, HVAC, fire, security, plumbing, electrical systems, and vehicle fleet
- Also served as butler/major domo/valet for family in the evenings
- Inventory & management of wine cellar, sommelier type service
- Coordinated training and walk-throughs with a subcontractors
- Solely responsible for the security of the estate and the entire family when in-residence
- Strong emphasis on green building construction, maintenance, and cleaning practices

Administrative Functions:

- Staff scheduling, PTO, vacation, holiday and daily work assignments
- Full HR lifecycle of staff, and vendors; hiring, training, retraining, firing
- Oversee insurance coverage & claims
- Oversee permit process, Cert. of Occupancy, inspections and signoff of all depts. of city government
- Coordinate extensive inspection process with family's in-residence schedule
- Drafted annual operating & capital improvements budget, to meet with homeowner's approval
- Daily accounting and accounts payable with said guidelines
- Liaised and coordinated security and emergency plan and all necessary activities with corporate security
- Provided 24/7 concierge service at principle's discretion

Jeremy Jacobs Sr. (Boston Bruins)

Estate Manager

11/2013 – 3/2014

Buffalo, NY

Operational Functions:

- 40,000sqft formal upstate NY estate on 300 functional acres
- Coordinate and supervised staff of 50 on-site employees
- Regular maintenance of house book, guest book, and emergency plan
- Daily care and maintenance of museum quality art, china, and linen collections
- Inventory and management of wine cellar
- Extensive pet care and culinary oversight
- All homes and fleet maintained to five star conditions with 24/7 availability

Administrative Functions:

- Full HR lifecycle of staff and vendors; hiring, training, retraining, firing
- Staff scheduling, PTO, vacation, holiday, and daily work assignments
- Heavy scheduling and calendar management of principle and family activities, as well as staff and vendors
- Coordinated private travel, large scale events, vendors
- Liaised with executive office and flight operations under guidance of business manager
- Daily accounting & accounts payable in accordance with annual operating budget
- Coordinated principles' movements and estate activities with corporate security
- Provided 24/7 concierge service

David and Sarah Long Solomon

Chief of Staff / House Manager

1/2011 – 11/2013

New York, NY (UWS)

Operational Functions:

- Coordinated and assisted a staff of twelve across three properties
- 10,000sqft UWS penthouse and 20,000sqft Bedford estate both fully staffed
- Oversee contractor, subcontractors, and vendors as owner's rep
- Doubled the square footage of residence into that of a 2-floor penthouse
- Coordinated all construction activities around family's in-residence schedule
- Heavy vehicle fleet, chauffeur, and dynamic schedule management
- Packed, unpacked, and transported entire family between their homes twice per week

Administrative Functions:

- Coordinated private international travel, on-site events, regular entertaining
- Manage schedule and time off requests for FT/PT staff, contractors, and vendors around family's schedule
- Updated and maintained principles' Asset Protection Plan: LLC, Partnership, & Trust
- Developed annual operation budget within principle's guidelines
- Daily accounting, accounts payable, & credit limits managed in accordance with annual operating budget
- Annual review of insurance coverage, limits, and protections
- Coordinate accounts payable, budgeting, and expenses with external accountants and attorneys
- Develop house book, guest book, and emergency plan(coordinate with extended family)
- Perform due-diligence around charitable and political donations, oversee within IRS guidelines
- Regular due-diligence of philanthropic organizations(board seats) and activities
- HR lifecycle of residence staff, maintain personnel files

Dr. Edwin Ashley
Chief of Staff / Estate Manager
Operational Functions:

12/2005 – 8/2010
Los Angeles, CA

- Principal contact and coordinator for all staff hiring, training, and payroll
- Coordinated staff, international travel, pet care, vendors, and subsidiary businesses
- Supervised construction at principal's 8,000sqft ultra-modern Hermosa beach estate
- Coordinated design of state-of-the-art glass floor dining room and roof top patio with 360 degree views
- Ensured studio quality sound proofing throughout living quarters
- Overseeing furnishings of estate imported globally
- Maintained all residences and assets to the standards of a five star hotel
- Operated as concierge service with 24/7 availability to principle globally
- Develop House Book for all contents and functions of individual residences
- Develop Guest Book outlining needs and preferences of regular guest at each residence

Administrative Functions:

- Establish annual operating budget to meet with principle's approval
- Daily accounting, accounts payable for all residences, businesses, and investment income
- Management of personal accounts payable, expenses, credit cards
- Develop and maintain Estate Plan i.e.: wills, insurance, healthcare proxy
- Develop Asset Protection Plan i.e.: C & S Corps, LLCs, Partnerships, & Trusts
- Develop Emergency Plan in accordance with principle's wishes
- Establish annual operating budget to meet with principle's approval
- Coordinate regular balance sheets, expenses, etc. with external accountants and attorneys
- Coordinate and provide due-diligence for all charitable and philanthropic work
- Annual review of insurance policies

Nicolas Cage
Personal Assistant

3/2003 – 12/2005
Los Angeles, CA

- Personal Assistant on Nicholas Cage's private staff
- Tasked with primary care his teenage son and ex wife
- Assisted with semi-formal to formal dining service and meal preparation, as needed
- Chauffeur duties, primary care of pets, maintenance of smart home systems
- Oversaw maintenance of estate to impeccable standards
- Coordinated and supervised renovation and move of family's main residence
- Full charge management of family's move from 4,000 to 10,000sqft residence
- Supervised of construction of new pool house, martial arts dojo, music studio
- Extensive travel, organization, communication, patience, empathy, and trust required

Andrew "Dice" Clay
Traveling Assistant

4/2001 – 12/2002
Los Angeles, CA/Las Vegas, NV

- Responsible for coordinating all aspects of the family's life while traveling
- Responsible for all of the family's day to day activities while traveling

EDUCATION

Harvard University, School of Extension (in progress)

- Hybrid online & on campus Bachelor's degree program
- Currently enrolled online, part time, working towards an MBA or law degree
- Concentrating in Constitutional Law, with a minor focus on environmental management and finance
- Additional, non-credit, workshops and guest lectures with global leaders of politics and industry

California Healing Arts College

- On-campus program in Applied Sciences
- Anatomy & Physiology, Myology, Neurology, Pathology, Swedish/Deep Tissue/Sport/Shiatsu/Medical Massage
- Over 800 hours of clinical & practical application

CIVIC INVOLVEMENT

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|---------------------------------|--------------------------------|----------------|
| • Boys and Girls Club | Volunteer | 1990 – 2000 |
| • Can-Do.org | Volunteer/Advisor | 2004 – 2010 |
| • Pro Martial Arts Hall of Fame | Board Member/Advisor | 2008 – current |
| • The Mike Paul Foundation | Founding Director/Board Member | 2012 – current |

SKILLS

Administrative:

Asset Protection • Estate Planning • Daily Accounting • 501c3 Creation & Management • HR Lifecycle Management

Office:

Excel • QuickBooks • Outlook • Word • Mac & PC • smart phones • Typing/Dictation • Scheduling • Travel Planning

Estate:

Kaleidoscope • Savant • HVAC • Construction Management • Event Planning • Chauffeur • Time Management
Organization • Leadership • Yacht Maintenance • Art & Museum Collection Care • House/Guest Book Development

INDIVIDUAL SKILL SETS

ASSET PROTECTION

- *Risk Based Assets* – homes, yachts, aircraft, vehicles, etc.- usually isolated inside (individual) LLCs
- *Safe/non-risk Assets* – cash, jewelry, stocks, bonds – commonly held in a Limited Partnership, often along with LLCs
- *Trusts* – types of trust can include everything from the common Revocable Living Trust, to the gold standard Self-Settled Spendthrift Trust *created as a domestic trust but can be converted to a foreign trust in an Event of Duress*

ESTATE PLANNING

- Wills – annual review • Life Insurance – annual review • Healthcare Proxy • DNRs • Power of Attorney (revocation of)

ART AND COLLECTION MANAGEMENT

- Inventory of all collections on database and hardcopy
- Document history & proper labeling of all items in each collection for ease of use by Principle and archiving
- Regular museum quality care and maintenance of individual items
- Due-diligence and tracking of all items on loan for museum or private display
- Regular updating and review of insurance on all collections
- Insure proper security of collection at all times whether in-residence or on loan

BUDGETARY OVERSIGHT AND ACCOUNTING

- Daily accounting, tracking and payment of accounts payable – QuickBooks & Excel
- Management of credit limits
- Payment of credit cards, bill, utilities, expenses
- Tracking of & due diligence on investments
- Coordinate daily accounting with external accountants and attorneys as needed

CHARITABLE AND PHILANTHROPIC MANAGEMENT

- Creation and management of 501c3 organizations
 - Determination of appropriate organizational structure – i.e. public charity or private foundation
 - Creation of corporate entity – Dept. of State filings
 - Appointing of Board of Directors
 - Appointing officers, in accordance with BoD voting
 - Writing of organizational bylaws
 - Application and filings with IRS
 - Establishing corporate bank accounts
- Event and fundraiser planning and management
- Coordinate with external accountants and attorneys as needed for IRS and State reporting
- Regular due-diligence on grant requests and follow-ups

HR LIFECYCLE

- Hiring • training • re-training • firing • dispute resolution • payroll, employee 401k, etc • healthcare plans

ESTATE MANAGEMENT

- Organizational assessment and restructuring
- Staff work assignments and scheduling
- House Book & Guest Book development and management
- Emergency plan development, annual walkthrough and review
- Staff training – protocol, dining service, basic antique/silver/collection care, emergency procedures – as needed
- Regular vehicle upkeep and maintenance – at the ready 24/7
- Wine cellar inventory and management
- Sommelier style wine service
- Evening turndown service
- Contractor and vendor management
- Annual property insurance review – comprehensive
- Butler and valet service – as needed
- HVAC, Fire, security, electrical, plumbing, and smart home systems management
- Meal preparation
- Kitchen management
- Formal to semi-formal dining service