

# LINA VÉLEZ

Luxury Estate Manager | UHNW Multi-Property Estate Operations | Private Residences

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## PROFESSIONAL SUMMARY

Luxury Estate Manager with 20+ years of experience managing UHNW multi-property estate operations across the U.S. and international private residences with full responsibility for operations, household staff, vendor ecosystems, and high-value asset management.

## CORE COMPETENCIES

- UHNW Estate & Multi-Property Operations Management
- Luxury Private Household Operations & Executive Oversight
- High-Performance Household Staff Leadership & Team Management
- Vendor Ecosystem & Contractor Management (Luxury Residences)
- Luxury Renovation, Construction & Interior Design Coordination
- Private Estate Security, Asset Protection & Risk Management
- Crisis Management, Emergency Preparedness & Continuity Planning
- UHNW Principal Liaison & Confidential Household Operations

## PROFESSIONAL EXPERIENCE

### LUXURY ESTATE MANAGER - PRIVATE FAMILY

Brickell and Coconut Grove, Florida | October 2024 – Present

- Oversee full operational management of multimillion-dollar private residences, ensuring continuous estate readiness, asset preservation, and service delivery.
- Manage high-end renovation and interior design projects, coordinating directly with contractors, designers, and vendors to ensure execution quality, timelines, and confidentiality.
- Direct household staff, vendor relationships, and resource allocation, maintaining full accountability for daily operations and estate performance.
- Coordinate complex logistics including private events, travel, and multi-residence operations with discretion and precision.

### LUXURY ESTATE MANAGER - PRIVATE FAMILY FROM BRAZIL

Sunny Isles, Florida & Brazil | January 2020 – September 2024

- Directed full estate operations across two multimillion-dollar private residences in the U.S. and Brazil, ensuring continuous operational performance, asset preservation, and service delivery.
- Managed household staff and vendor ecosystems across both locations, maintaining operational consistency, discretion, and UHNW service standards.

- Oversaw estate budgets, high-value assets (including luxury vehicles), and supplier networks, ensuring cost control and operational efficiency.
- Coordinated private events, travel logistics, and multi-residence operations, maintaining full estate readiness year-round.

## ESTATE MANAGER - PRIVATE FAMILY

Sunny Isles, Florida | October 2013 – November 2019

- Directed full operational management of a multimillion-dollar private estate, overseeing daily operations, staff, and vendor coordination to ensure continuous estate functionality and standards.
- Managed renovation, design, and maintenance projects in collaboration with luxury contractors and designers, ensuring execution quality and timelines.
- Supervised household staff and service providers, maintaining operational efficiency, discretion, and consistent service delivery.

## ASSISTANT ESTATE MANAGER - TD MANAGING ENTERPRISE

Private Families | Miami, Florida | October 2009 – September 2013

- Supported daily estate operations, coordinating vendors and staff to maintain operational standards across private residences.
- Assisted with budgeting, vendor negotiations, and property oversight, contributing to operational efficiency and cost control.
- Coordinated seasonal openings, guest services, and estate readiness activities.

## SENIOR LUXURY CLIENT ADVISOR - ROLEX/LUXURY WATCH COMPANY

Miami, Florida | January 2004 – September 2009

- Managed high-value client relationships within a globally recognized luxury brand, serving UHNW individuals, celebrities, and international clientele.
- Delivered private client experiences, exclusive showcases, and VIP events, maintaining strict discretion and high service standards.

## EDUCATION

- Bachelor of Fine Arts (BFA) Interior and Fashion Design - Colombo European College, Colombia (1994)
- Licensed Real Estate Agent – Florida (Active)

## CERTIFICATIONS

- Certified Luxury Listing Specialist (CLLS)

## LANGUAGES

- English — Fluent (Professional Proficiency)
- Spanish — Native
- Portuguese — Fluent (Professional Proficiency)