

Altura Privé^{by} Lina Vélez

PROPERTY MANAGER - ESTATE MANAGER

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Profile

With over two decades of experience in the global luxury industry, I have built a career at the intersection of design, service and exclusivity. My background spans sales, property management, remodeling and high-end interior decoration as well as collaborations with some of the world's most prestigious fashion and premium brands. This foundation has given me a deep appreciation for craftsmanship detail and the elevated standards expected by ultra-high-net-worth individuals.

I bring proven expertise in overseeing multi-million-dollar residences and second homes, ensuring that every property under my care is maintained to the highest level of excellence. Beyond property oversight, I understand the intricacies of UHNW lifestyles-anticipating needs, curating refined experiences and providing discreet, white-glove service that enhances daily living.

By blending strong operational management with a refined eye for luxury, I specialize in delivering tailored property management solutions that protect and elevate exclusive estates while creating environments where clients feel truly at home.

Core Strengths

- Leadership & Staff Management – Supervising household staff with discretion and authority.
- Financial Acumen – managing budgets, payroll, vendor contracts and ensuring cost efficiency without compromising luxury standards.
- Vendor sourcing, negotiation and supervision of construction projects and household maintenance.
- Event & Lifestyle Coordination – Planning and executing private events, travel logistics and bespoke experiences.
- Property & Asset Preservation – renovations and ensuring properties retain long-term value.
- Local Market Knowledge Leveraging 25 years living in Miami to cultivate relationships with elite service providers, business and communities catering to UHNW lifestyles.
- High-Value Asset Oversight – Managing multi-million-dollar estates, second homes.
- Vendor & Contractor Management – Negotiating and overseeing trusted professionals to ensure flawless execution.
- Lifestyle Integration – Aligning property management with the client's lifestyle needs from seasonal readiness to luxury services.
- Discretion & Confidentiality – Safeguarding client privacy and protecting sensitive information for principals and their families.
- Multilingual Communication – Fluent in three languages, (English, Spanish and Portuguese) facilitating relationships across cultures.
- Crisis Management – Anticipating and resolving issues swiftly with discretion and efficiency.

Altura Privé understands not only needs, but the art of living

Professional Experience

Partnerships in Luxury Renovations Sanctuary Design

Miami Beach, Brickell, Coconut Grove, Coral Gables, Florida | May 2024- Present

Collaborated with top Interior Designer and Contractors on high-end remodeling projects, ensuring discretion, quality and seamless execution for elite clients.

Luxury Property Manager Private Family

Brickell and Coconut Grove, Florida | October 2024 – Present

- Oversaw day-to-day operations of multi-million-dollar residences ensuring seamless functionality and exceptional service.
- Assisted in the coordination of high-end remodeling projects and interior decoration, ensuring quality, control and adherence to the project timeline.
- Managed all aspects of property maintenance, vendor coordination and staff supervision.
- Organized supplies for efficient use based expected principal needs.
- Ensured privacy, discretion and excellence in all client interactions.
- Coordinated deliveries, contractors and service providers to ensure smooth operations while safeguarding client privacy and discretion.
- Facilitated communication between the household and external service providers, acting as a liaison to ensure smooth operations.
- Managed all aspects of leisure planning from scheduling private events and luxury spa services to arranging family outings, sporting events and VIP experiences.

Luxury Property Manager

Private family from Brazil | Sunny Isles, Florida & Brazil (4 years in Brazil)

January 2020 – September 2024

- Directed daily property operations, maintenance and luxury renovations in two of their residences.
- Supervised household staff, contractors and vendors to ensure flawless service and client discretion.
- Managed the family's collection of high-end vehicles, including scheduling maintenance and detailing yacht rentals.
- Coordinated private events and gatherings with meticulous attention to detail.
- Served as personal shopper and lifestyle coordinator, curating bespoke experiences.
- Oversaw properties during family travel, ensuring security, readiness and smooth operations.
- Prepared estates for hurricane season, safeguarding assets and implementing contingency plans.
- Managed budgets, accounts payable and premium vendor relationships.

Estate Property Manager

Private family Sunny Isles, Florida | October 2013 - November 2019

- Managed all aspects of a multi-million-dollar residence, overseeing daily operations, staff and vendor coordination to ensure seamless and discreet service.
- Directed high-end remodeling, interior design and luxury décor projects, collaborating with elite designers and premium brands to enhance property aesthetics and functionality.
- Coordinated contractors, deliveries and service providers, ensuring smooth execution of projects while maintaining strict family privacy and discretion.
- Curated and executed bespoke lifestyle experiences and exclusive high-luxury events tailored to the family's preferences and expectations.
- Supervised estate staff and service teams, implemented efficient workflows and maintained the highest standards of luxury living.
- Anticipated family needs and proactively delivered personalized solutions, improving comfort, convenience and overall estate value.

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- Maintained meticulous attention to detail across all estate operations, ensuring residences consistently reflected the family's prestige and refined lifestyle (Special care of the landscaping, gardens and floral arrangements)

Assistant Property Manager

TD Managing Enterprise

Private Families | Miami Florida | October 2009 - September 2013

- Assisted in the daily operations and upkeep of a multimillion-dollar properties, maintaining the highest luxury standards.
- Coordinated vendors, contractors and household staff to ensure timely completion of services while preserving family's privacy.
- Supported budgeting, expense tracking and vendor negotiations to optimize estate operations.
- Oversaw property inspections, maintenance schedules, including pool, landscaping and full luxury asset care.
- Assisted with event preparation, guest services and special projects within the estate.
- Ensured smooth household operations while providing support to the Estate Manager and family members.
- Supported the management of a multi-million-dollar estates, including staff, vendors and household operations.
- Assisted in interior design projects, ensuring every space reflected elegance and owner's lifestyle.
- Coordinated seasonal openings, private events and VIP guest stays.

Luxury Industry Professional - Sales

Rolex / Luxury Watch Company | Miami Florida | January 2004 - September 2009

- Over 6 years representing and collaborating with one of the world's most prestigious fashion and lifestyle brand.
- Built relationships with UHNW clients, celebrities and global tastemakers in exclusive circles.
- Gained in-depth knowledge of luxury consumer expectations.
- Oversaw event logistics, including venue selection, décor, catering, entertainment and VIP guest coordination.
- Gained expertise in delivering exceptional service, strengthening communication skills and cultivating a deep understanding of UHNW lifestyles and luxury brand standards across multiple industries.

Education & Certifications

- Bachelor's Degree, Fashion Design – Colombo European, Colombia, 1994
- Licensed Real Estate Agent – Miami, 2003
- Certified Luxury Listing Specialist (CLLS) – Miami, 2024
- Luxury Property & Estate Management Expertise – 10+ years managing multi-million-dollar homes.

Languages

- English – Fluent
- Spanish – Fluent
- Portuguese – Fluent

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