

DAVID SOKOLSKY

Director of Residences | Private Estate Manager | Trusted Principal Representative

Katonah, New York

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PROFESSIONAL SUMMARY

Senior Director of Residences and Private Estate Manager with more than 20 years of experience supporting an Ultra-High-Net-Worth (UHNW) principal and family across multiple luxury properties. Proven expertise overseeing urban and estate residences, major renovations and capital projects, household staffing, vendor negotiations, and complex financial administration. Highly trusted principal representative known for discretion, sound judgment, and a hands-on, 24/7 mindset. Adept at maintaining asset value, ensuring operational excellence, and serving as the bridge between principals, family offices, and property teams.

CORE EXPERTISE & RESPONSIBILITIES

Multi-Property & Asset Oversight

- Oversight of Multiple Luxury Residences (Urban & Estate Properties)
- Property Readiness, Preventative Maintenance & Emergency Response
- Renovations, Construction Oversight & Capital Improvement Projects
- Preservation of Property Value & Operational Standards

Leadership, Staffing & Vendor Management

- Hiring, Training, Scheduling & Management of Household and Grounds Staff
- Vendor Selection, Contract Negotiation & Performance Oversight
- Contractor, Architect & Designer Coordination
- Staff Compensation Oversight & Calendaring

Financial, Administrative & Compliance Management

- Budgeting, Cost Controls & Expense Optimization
- Bill Pay, Payroll, Banking & Bookkeeping Coordination
- Insurance Oversight, Tax Payments & Contract Administration
- Recordkeeping, Documentation & Audit-Ready Reporting

Principal Representation & Lifestyle Management

- Trusted Liaison Between Principals, Family Office & Properties
 - High-Level Discretion, Confidentiality & Emotional Intelligence
 - Domestic & International Travel Planning
 - Hospitality Standards, Food & Beverage Readiness & Event Planning
 - Vehicle Oversight & Transportation Logistics
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PROFESSIONAL EXPERIENCE

Ketay Asnes Productions LLC

Private Estate Manager & Director of Residences | 2001–2025

Served as the senior estate and residences lead for a UHNW principal and family for 24 years, managing an evolving portfolio of luxury properties and acting as a trusted operational extension of the principals.

Property Portfolio & Scope:

- Fifth Avenue apartment residence, New York City
- Two luxury estate properties, Greenwich, Connecticut
- Full responsibility for property operations, staffing, finances, vendors, and logistics

Key Contributions & Impact:

- Acted as the primary bridge between the principal, advisors, vendors, and on-site staff, ensuring seamless operations across all residences
- Oversaw multiple renovation, construction, and capital improvement projects, coordinating contractors, architects, and designers from planning through completion
- Maintained properties at exceptional standards, ensuring all systems (HVAC, landscaping, electrical, plumbing, security) were fully operational and proactively maintained
- Recruited, hired, trained, scheduled, and managed household, grounds, and support staff; oversaw compensation, performance reviews, and terminations

- Negotiated vendor and service contracts, controlling costs while maintaining premium service levels
 - Managed all financial operations including budgeting, bill pay, payroll, banking coordination, bookkeeping, and expense tracking
 - Maintained meticulous records for expenses, insurance, contracts, and trust-related documentation
 - Ensured proper insurance coverage and compliance with local regulations and property requirements
 - Created and maintained household systems and operational documentation to eliminate ambiguity and ensure consistency
 - Planned and executed domestic and international travel, ensuring residences were fully staffed and provisioned prior to principal arrival
 - Oversaw food and beverage inventory, hospitality standards, and private events
 - Provided on-call, 24/7 support, responding to urgent issues, emergencies, and last-minute requests with discretion and sound judgment
 - Served consistently as a trusted representative of the principal, authorized to make decisions on their behalf when required
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EDUCATION

Rochester Institute of Technology (RIT) – Rochester, New York
Bachelor of Fine Arts (BFA), Photographic & Imaging Arts

TECHNOLOGY & SYSTEMS

- Microsoft Office (Excel, Word, Outlook)
 - Google Workspace
 - Quicken Classic Deluxe
 - Budgeting, Financial Tracking & Reporting Systems
 - Household Operations & Documentation Systems
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ADDITIONAL INFORMATION

- Valid Driver's License | Clean Driving Record
- Able to lift up to 50 lbs.
- Available for frequent travel
- NDA-compliant; discretion and confidentiality non-negotiable