



EUGENE GRIGORIAK

PROFESSIONAL PROFILE

LEADERSHIP – CREATIVITY – INSPIRATION

ESTATE MANAGER
DIRECTOR OF INTERNATIONAL PROPERTIES



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Resume Portfolio
Executive Summary
References
Letters of Recommendation



EUGENE GRIGORIAK

ESTATE MANAGER – PROPERTY DIRECTOR

SURNAME SPELLING:

GRIGORIAK, EUGENE – As per US citizenship after 2009

HRIHORIAK, EUGENE – As per native Canadian citizenship prior to 2009

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PROFESSIONAL PROFILE

A seasoned business operations executive with robust experience acquired over the years in delivering optimal results and business value in high-growth environments. Skilled at leading verticals such as HR, finance, retail operations, inventory supply, advertising, marketing, and distribution, across multiple industries, excels in formulating strategies to facilitate the attainment of business targets. A solution-driven professional, always seeks to offer productive and sustainable resolutions, even in a complex and fast-moving environment, to help accelerate business growth. Exceptional communication and interpersonal skills help foster long-term associations within the team, with clients, industry influencers, and other stakeholders.

~ Effectively managed an annual administrative budget of \$1,000,000.00 and controlled assets worth \$250,000,000.00
~ Helmed construction and multi-million-dollar restoration, renovation and building preservation ~ Organized an art antiquities exhibit from four private US art collections valued at \$8,000,000.00 attended by global influencers ~ Effectively implemented QuickBooks in an organization and migrated 15 years of financial data into a newly organized electronic system ~ Achieved cost savings up to \$3.2 million in eight years for an organization ~ Leveraged creative acumen to design product databases and fliers for 8,000 books, hundreds of DVD's, art, jewelry and specialty items ~ Instrumental in the development and implementation of intranet websites for the Ontario Ministry of Finance and many other business entities ~ Studied and practiced Byzantine and Russian iconography techniques and general artistic aesthetics in the studio guild of two field-renowned émigré iconographers-artists ~ Effectively implemented QuickBooks in an organization and migrated 15 years of financial data into a newly organized electronic system ~ Achieved cost savings up to \$3.2 million in eight years for an organization ~ Served as an SME for government reporting/communication requirements

SKILL AREAS

Strategic Operations Planning & Implementation □ Property & Facility Management □ Construction Renovations □ HR Development & Recruitment □ Training & Development □ Time & Change Management □ Resource Management PR/Branding/Advertising □ Client Relations □ Event Coordination □ Leadership & Navigation □ Business Development Project/Program/Portfolio Management □ Finance & Accounting □ P&L Management □ Revenue & Profit Optimization Regulatory Compliance □ Cost Control/Budgeting/Forecasting □ Payroll & Auditing □ Insurance Administration □ Taxation & Reporting □ Trade Compliance □ Customer Service □ Graphic Design & Communication □ Inventory/Supply/Distribution Management □ Retail & Wholesale □ Imports & Exports □ Printing & Publishing □ Electronic & Printed Media Art & Photography

INTERNATIONAL MANAGEMENT CAREER

CoolTech Mechanical Group of Companies – New York City, NY (2017 – Present)
Chief Operating Officer

CoolTech Mechanical Group is an established and dependable alliance of engineering & manufacturing firms in New York.

→ Lead a team of 25 employees to manage daily operations across multiple verticals, including finance, advertising, and branding.



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- Responsible for facilitating expansion of the parent company of a conglomerate of four industrial corporations, including Cooltech Mechanical HVAC Maintenance & Service Corporation, Bessen Production & Manufacturing Engineering Solutions, and Premium Paneling & CT Conveyors.
- Leverage extensive domain experience in content management, graphic designing, and publishing to supervise electronic and printed media advertising, as well as collateral production.

Confidential Ultra-High Net-Worth Entity (NDA) – Toronto, ON (2016) **Estate Property Operations Manager**

The Principal (protected by a Non-Disclosure Agreement) is one of North America's most affluent and world-acclaimed industry leaders in specialized manufacturing.

- Held responsibility for helming operations for a 52,000 square-foot lakeside estate and facility – meticulously designed and implemented maintenance policies/procedures, and managed plans for all technical systems.
- Utilized cross-functional coordination skills and managerial aptitude to foster collaboration with 16 construction department leads who managed over 80 full-time construction workers.
- Ensured seamless coordination between members of the family and their staff to streamline on-site operations.

Synod of Bishops & Confidential International Dignitary – New York City, NY (2006 to 2015) **Chief Financial Officer / Estate Property Manager**

Synod of Bishops is a small New-York-based Vatican-like setting that is the world headquarters for global church operations and the personal residence of its First-Hierarch and President.

- Served as a senior advisor to the President and an international board of directors to influence informed decisions - enabled property asset insurance, estate planning, audits, and global legal asset documentation processes.
- Led a team of 20 direct reports who held responsibility for nearly 1,000 employees while managing all financial and property-related operations for an international non-profit corporation – managed operations across ultra-high-net-worth landmark residential estates, commercial, light industrial, art studio-gallery-museum, and rural properties.
- Cultivated a positive culture in the organization by helming all-round HR and business administration processes; enhanced processes across IT-security integrity, property, other tangible asset acquisitions, and sales.
- Productively coordinated with multiple stakeholders, including architects, engineers, contractors, lawyers, accountants, and financial planners, to navigate the construction of multi-million-dollar projects.
- Expertly managed special residential and organizational events with global influencers in attendance.

AZCC Builders Incorporated - New York City/Long Island, NY (2014) **Project Manager & Facility Director**

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- Helmed responsibility of 25 employees to manage the daily operations with the leadership; also filled in as a Construction Project Manager at multiple locations.
 - Managed negotiations and coordinated with multiple industry stakeholders to streamline and optimize operations.
 - Monitored the central warehouse facility, equipment/supply distribution operations, project workflow, inventory purchases, and myriad administrative functions to ensure stellar results ahead of time and within budgetary limits.



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PAST EMPLOYERS

Brodock Press – Advanced Digital Services – NY

Assistant Manager

HTM Publishing – NY

General Manager – Creative Services Director

Ministry of Finance – Toronto

Graphical & Technical Communications Manager

Ontario Power Generation – Toronto

Management Training Assistant

Bank of America - HR Center – San Francisco, CA

Procurements Manager & Printing Services Coordinator

EDUCATION

BACHELOR OF ARTS

Honors and Valedictorian
HTS – State University of New York

ASSOCIATES IN APPLIED SCIENCE

Business Management & Finance
Honors and Valedictorian
Heald Business College –CA

DIPLOMA CERTIFICATION

Web Site Engineering &
Graphic Design
PrimeTech Institute –Toronto

DIPLOMA CERTIFICATION

Stock Market Trading
Online Trading Academy
Wall Street Campus, NY, NY

NUMEROUS COURSES, SEMINARS, WORKSHOPS

Hardware / Software
Print Media
Finance, Business, Design

TECHNICAL PROFICIENCIES

Knowledgeable in PC/MAC and industrial/consumer hardware/software including:

Office, Accounting & Financial Software: MS Office Suite: Word, Excel, PowerPoint, Access, Project, Schedule, Exchange, Outlook; GroupWise, Lotus Notes, Intuit Quicken, QuickBooks, PeachTree Accounting, various tax software, TradeStation (Level II Direct Access Stock Trading Platform), Visio Technical, VisiMap, FileMaker Pro, various customized Oracle-based financial systems;

Page Layout and Graphics Programs: Cloud-Based Adobe Creative Suite: Photoshop, Bridge, Illustrator, InDesign, ImageReady, VersionCue, Acrobat Pro, Distiller, Go Live, Dreamweaver, Flash, Fireworks; QuarkXpress, Corel Draw; Font Management;

Industry Printing/Publishing Software/Hardware: i-Way Prime (online print-shop workflow integration); Xinet X Webnative (server/client access management); ICC Profiling; Enfocus PitStop Professional (prepress process checks); Markzware Flightcheck 5.5 (prepress); Creo Virtual Proofing System 2.0; Prinergy Workshop (file handling); Flashnet for Unix (system backups); Norton Ghost (system backups); Pre-press, printing, post-process & distribution software/hardware, duplicators, consumer & professional flatbed/drum scanners, large-format printers; general offset printing workflow and procedures; digital and traditional SLR cameras (Canon Rebel, AE-1, Nikon D300, D800, etc);

Languages: Native English; limited Ukrainian & French; Academic Russian (reading, writing, speaking, translating, interpreting, university-level teaching and keyboarding); Studied: ancient Greek; Latin; Slavonic;

Copywriting & Editing: American Writers & Artists, Inc.

MBA-equivalent in multiple senior executive positions.

ORGANIZATIONS/ASSOCIATIONS (Past & Present)

- International Association for Private Service Professionals (IAPSP);
- Domestic Estate Managers Association (DEMA);
- Cambridge Who's Who association of distinguished executives, professionals & entrepreneurs;
- Member of American Writers and Artists Inc.;
- Associate of NetCastor Web Design Corporation;
- Icon Studio Art Production – Affiliate of State University of New York;
- R.H.M.J. Museum Special Project Assistant;
- Sergeant & Glider Pilot – Royal Canadian Air Cadets, 142nd Squadron (during teenage years).