

Bailey [REDACTED]

[REDACTED] Boca Raton, FL | American | [REDACTED] Non-smoker

Summary

Experienced Chief/Sole Stewardess with three years on private yachts (110–130ft). Skilled in all aspects of interior management, guest service, housekeeping, and creating schedules. Confident under pressure with strong attention to detail, organization, and a proactive work style. Currently based in Boca Raton, FL looking for freelance positions as a Sole Stew or Second Stew.

Education

Google Project Management Certification | Dec 2024

Florida Atlantic University BBA Marketing | May 2017 - Dec 2021



Skills

Administrative: Interior Scheduling, Guest Service, Housekeeping, Bartending, Laundry, Project Management, Inventory Control, Confidential Data Handling and Compliance, Bookkeeping, Event Planning, Travel Arrangements, Floral Arrangements

Soft Skills: Communication, Organization, Multitasking, Adaptability, Learning New Software, Team Leadership, Attention to Detail

Certifications

- STCW
- Introduction to Interior Training for Super Yacht Crew Including Silver Service
- Food Hygiene and Safety Level 2

Achievements

- Planned and managed a 50-person event on a 120-ft yacht, overseeing logistics, vendors, and custom giveaways.
- Led a 3-month interior refit project, coordinating contractors, timelines, and inspections.
- Worked Miami/FLL/PBI Boat Shows, managing full inventory breakdown and documentation for post-sale handover.

Work Experience

Sole Stewardess

M/Y [REDACTED] (34m) Private | Annapolis, MD | May 2024 - Dec 2024

- Delivered exceptional guest experiences by overseeing all aspects of hospitality, including bartending, housekeeping, and event coordination for **10 to 25 guests**.
- Oversaw interior department expenses, tracked purchases, and maintained accurate **financial records**.
- Organized themed events, including a July 4th celebration, with **zero service disruptions** and high guest satisfaction.
- **Maintained inventory** accuracy and provisioning for both guests and crew.

Yacht Management Accounts Administrator

[REDACTED] | Fort Lauderdale, FL | Dec 2023 - May 2024

- Managed budgeting, invoice processing, and expense tracking for **15 yacht accounts**, ensuring financial accuracy and timely reporting.

- Conducted **monthly bank reconciliations** and **credit card audits**, identifying and resolving discrepancies to maintain compliance.
- Liaised with vendors and suppliers to streamline payments, ensuring smooth financial operations.
- Compiled and presented **15+ monthly financial reports** to yacht owners, increasing transparency and supporting informed decision-making.

Second Stewardess - Freelance

M/Y [REDACTED] (38m) Private/Charter | Newport, RI/ Nantucket, MA

- Second Stewardess position running all things interior. Silver service, bartending, guest coffee, housekeeping, and guest laundry.
- Worked closely with the chef and chief stew to provide high-class service.
- Assisted Chief Stew in 20-person family reunion for three days in addition to having 4-10 guests every day.
- Helped deliver the yacht from Newport to Nantucket.

Second Stewardess - Freelance

M/Y [REDACTED] (85ft) | Jupiter, FL

- Assisted Sole Stew in regular maintenance around the boat, prepping/ organizing provisions, housekeeping including interior detailing, and guest laundry.

Chief Stewardess

M/Y [REDACTED] (33m) Private | Annapolis, MD | Jun 2022 - May 2023

- Supervised and trained junior stews, while maintaining five-star service for high-net-worth clients.
- Coordinated a **50-person private yacht event**, managing vendors, catering, décor, and service logistics with flawless execution.
- **Led interior operations for a 120-ft yacht**, including housekeeping, laundry, and guest amenities, consistently exceeding expectations.

References:

[REDACTED]

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[REDACTED]

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