CURRICULUM VITAE MMXXVI

Myles Ocheltree.

Personal Assistant · Private Estate Staff · Deckhand

BASED
West Palm Beach, FL

EMAIL
mylesocheltree@gmail.com

TELEPHONE
857.757.0012

PROFILE § 01

An estate and personal-support professional with nearly two decades at the side of private owners — moving seamlessly between household operations, personal logistics, and the driver's seat. Detail-led, physically capable, and built for discreet, high-end environments where calm execution is the standard.

EXPERIENCE § 02

FULL-TIME AUG 2026 — PRESENT · 4 MOS

Companion & Estate Manager

Private Residence
West Palm Beach, Florida, United States

- Provide dedicated daily companionship and personal support for an elderly couple, helping them stay comfortable, independent, and engaged at home.
- Plan, shop for, and cook daily meals tailored to the couple's tastes and dietary needs.
- Keep a close watch on the couple's health and well-being, staying alert to any changes and responding with care.
- Provide personal driving for the couple, including medical appointments, errands, outings, and social engagements.
- Prepare and lay out daily clothing, and keep wardrobes clean, pressed, and organized.
- Care for and watch over the family dog, including feeding, daily walks, and attention while the owners are away.
- Oversee day-to-day estate management, including household operations, vendors, shopping, inventory, and property upkeep.

FULL-TIME JAN 2021 — AUG 2026 · 5 YRS 8 MOS

Estate Manager

Private Estate
West Palm Beach, Florida, United States

- Manage the day-to-day operations of a private estate, ensuring everything runs smoothly behind the scenes.
- Coordinate vendors, household inventory, shopping, and estate logistics.
- Prepare the estate for family and guests, including room setup, fresh linens, ironing, and overall presentation.
- Provide personal driving for the principal and guests, including airport transfers, appointments, dinners, and errands.
- Coordinate household staff and logistics for events, parties, and extended family stays.
- Perform hands-on houseman duties, including painting, furniture assembly, and general property preparation.
- Maintain a guest-ready estate by keeping supplies stocked, vendors organized, and every detail handled before the principal arrives.

SEASONAL

JAN 2007 — SEP 2023 · 16 YRS 9 MOS

Assistant Estate Manager

Private Family Estate & M/V Surf

Dartmouth, Massachusetts, United States

- Provided seasonal personal assistant support to the captain aboard a private yacht, assisting with day-to-day operations and multi-state trips between Massachusetts and Florida.
- Worked as a deckhand during seasonal voyages, helping with vessel preparation, maintenance, docking, line handling, and general onboard support.
- Assisted with the day-to-day management of a private family estate in Massachusetts.
- Prepared the home for the owners and guests by handling cleaning, organizing, shopping, inventory management, and household setup.
- Performed interior and exterior property maintenance, including painting, landscaping, groundskeeping, and general repairs.
- Coordinated errands, vendor visits, and household projects to ensure the property was always well maintained.
- Provided respectful day-to-day assistance and care for the owner, adapting to their individual needs while maintaining privacy and professionalism.
- Supported the family seasonally from 2006–2023, building long-term trust through reliability, discretion, and hands-on estate support.

CONTRACT · ON-SITE

JAN 2014 — MAR 2017 · 3 YRS 3 MOS

Personal Assistant

National Football League (NFL)

Nashville, Tennessee, United States

- Supported an NFL player during the off-season by managing daily schedules, transportation, appointments, shopping, and personal errands.
- Assisted with household organization, inventory, home preparation, and coordinating deliveries and service providers.
- Helped maintain vehicles and ensured everything was organized so the focus could remain on training, travel, and personal commitments.

SEASONAL · ON-SITE

JAN 2011 — AUG 2014 · 3 YRS 8 MOS

Personal Assistant

National Football League (NFL)

Jacksonville, Florida, United States

- Provided dedicated personal assistance and private driving support for an NFL player, managing daily schedules, transportation, travel logistics, errands, appointments, and household coordination.
- Maintained vehicles to a high standard, assisted with light meal preparation, coordinated guest arrivals, and handled confidential matters with professionalism, reliability, and discretion while adapting to a fast-paced, ever-changing schedule.

CAPABILITIES § 03

- Personal Assistance & Household Support
- Private Estate Management
- Private Driving — Family & Guests
- Contractor & Vendor Coordination
- Household Inventory & Purchasing
- Maintenance & Grounds
- Event & Guest Coordination
- Interior & Exterior Detailing
- Deck Work & Vessel Upkeep
- Discretion & Confidentiality

TRAINING & CREDENTIALS § 04

STCW '95	Renewal 2026
FIT2SERVE Police Training	Certification
Boston EMS Academy	Certification
CPR & AED	Certification
Six Sigma — Green Belt	Certification
LACC	Associate's Degree

REFERENCES § 05

Steve Partington
YACHT CAPTAIN
617.803.1523

Scott Partington
FIRE CHIEF
774.263.6100

Jordan Todman
FORMER NFL PLAYER
904.429.2919

Tom Meyer
YACHT OWNER
617.470.9023