

MICK NAPLES

Private Service Professional

Chief of Staff | Estate Manager

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PROFILE

Strategic and discreet private service professional with 15 years of continuous service to a single principal, spanning executive operations, estate management, and trusted advisory. Recognized for high integrity, emotional intelligence, and adaptive problem-solving across complex personal and business matters. Seeking a senior private service role where quiet excellence and unwavering loyalty deliver immediate value.

CORE COMPETENCIES

- Executive support and strategic partnership
- Estate, property, and vendor management
- Complex calendar management
- Confidential communication and gatekeeping
- Staff screening, hiring, and supervision
- Renovation and general contracting oversight
- NDA and due diligence coordination
- Regulatory compliance and documentation
- Conflict resolution (graduate-level training)
- Crisis prevention (nationally certified instructor)
- High EQ, refined public speaking
- Event planning and execution

EXPERIENCE

Chief of Staff to Private Principal

Confidential | 2010 to Present

- Serve as primary support agent, administrator, representative, and strategic advisor to principal across personal, household, and business matters.
- Oversee household and multi-property operations, including staff supervision, vendor coordination, and maintenance, ensuring seamless daily efficiency.
- Screen and interview prospective household staff, ensuring alignment with principal's standards of excellence, discretion, and privacy.
- Represent principal in business acquisitions, coordinating NDAs, data transfers, and due diligence materials to support informed decision-making.
- Oversee renovation projects end-to-end: bid jobs, schedule and supervise contractors, manage budgets, process payments, and act as general contractor.
- Provide legal research, situational counsel, and stakeholder conflict resolution on principal's behalf; support startup funding efforts with private equity partners.
- Negotiate terms with external parties to achieve favorable outcomes while protecting principal's interests and privacy.
- Handle errands, chauffeuring, pet care, housesitting, gift procurement, donation research, and HIPAA-authorized medical billing resolution—embracing a “no task too small” service standard.
- Maintain 24/7 availability as trusted gatekeeper and liaison, proactively resolving issues before they reach principal.

ADDITIONAL LEADERSHIP EXPERIENCE

Concurrent senior leadership role in Ohio public sector administration (2022 to Present). Undertaken with full discretion and without compromise to 24/7 availability or commitment to principal.

EDUCATION

Master of Arts, Biblical Counseling — The Master's University, Santa Clarita, CA — 2020

Master of Science, Educational Administration — Youngstown State University, Youngstown, OH — 2019

Bachelor of Science, Education — Youngstown State University, Youngstown, OH — 2009