Rachel Kline

Executive Personal Assistant · Estate & Household Manager

Oakland, CA (San Francisco Bay Area)
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Professional Summary

Executive personal assistant and estate manager with 18 years in private service across the San Francisco Bay Area, working for private families, a family office, and C-level executives including a corporate board director. Trusted with children, homes, finances and confidential affairs; equally at ease with vendors and staff, calendars across time zones, travel, the books, a renovation or a cross-country move. Long tenures: six and a half years with one family, five with another.

Core Skills

Executive support: C-level and board-director support, Complex calendars across time zones, Domestic & international travel, Appointment & meeting scheduling, Business affairs & administration, Research & reporting

Household & estate management: Multiple residences, Vendor & contractor management, Vendor negotiation, Certificates of insurance (COI), Maintenance schedules, Home technology, hi-fi & security systems, Housekeeping oversight, Inventory & purchasing

Projects & events: Renovation management, Household relocation, Parties & events

Family: Family & school calendars, Care for young children, Errands & gifting, Vehicle care

Finance & administration: Expense tracking, Bookkeeper hiring & oversight, QuickBooks Online, Event financial records, Clerical & data entry

People & process: Full-cycle recruiting of household staff, Candidate & client onboarding, Process development, Sales pipeline & follow-up

Work Experience

Executive Personal Assistant & Estate Manager
Aug 2025 – Present
Private family office · Berkeley, CA · Hybrid · Full-time

Household Manager & Executive Personal Assistant
Oct 2023 – Jan 2026
Private family · San Francisco Bay Area · Full-time

Executive Personal Assistant
Apr 2022 – Sep 2023
Family-services startup · Oakland, CA · Full-time

Supported several C-level executives and entrepreneurs, including a corporate board director, and their families.

- Handled day-to-day business affairs, projects, administration and coordination for a corporate board director — anticipating workloads, issues and their resolution.
- Managed professional, personal and family calendars across multiple time zones, school events included, absorbing ad hoc meetings, escalations and last-minute changes.
- Coordinated extensive domestic and international travel.
- Hired and managed a bookkeeper, oversaw the QuickBooks Online setup for an LLC and personal finances, and tracked LLC expenses.

- Organized and oversaw a kitchen renovation from start to finish; vetted, negotiated with and followed up on subcontractors, verifying each one's certificate of insurance.
- Coordinated the third-party vendors for a cross-country household move, sailboat included.
- Recruited and sourced personal assistants and household staff for client families across the US, full-cycle, working with the internal team for a smooth onboarding and candidate experience.
- Created household vendor lists and maintenance schedules, and researched furniture, appliances and household vendors.

Household Manager & Personal Assistant

Sep 2020 – Feb 2022

Private family · Piedmont, CA · Full-time

Executive Personal Assistant & Household Manager

Aug 2015 – Jul 2020

Private family · San Francisco, CA · On-site · Full-time

A 3,600 sq ft family home, vendors for residences in San Francisco and Napa Valley, and two children under seven.

- Managed repairs, housekeeping, cable, hi-fi and security systems across a 3,600 sq ft home.
- Vetted, hired and managed vendors for the family's homes in San Francisco and Napa Valley, verifying each contractor's certificate of insurance.
- Kept the family calendar and coordinated the children's activities.
- Shopped for and kept inventory of groceries, household supplies, subscriptions and gifts; ran errands from shipping and filing to dry cleaning and vehicle servicing.
- Provided loving care to two children under seven.

Personal Assistant

Jun 2014 – Jul 2015

Confidential client · Piedmont, CA · Full-time

Nanny & Household Manager

Jan 2007 – Jul 2013

Private family · Pacifica, CA · On-site · Full-time

A family home and a second home in Hawaii, household staff, and two children under seven.

- Cared for two children under seven — driving them to activities and appointments, and keeping a safe home that encouraged their physical, emotional and verbal development.
- Oversaw the household staff, and helped run the family's second home in Hawaii.
- Kept the family calendar, coordinated the children's activities and arranged travel for family trips.
- Vetted, hired and managed vendors for household repairs, verifying certificates of insurance, and kept multiple vehicles serviced.
- Planned parties and events throughout the year and kept the financial records for each.
- Shopped for and kept inventory of groceries, household supplies and gifts, and ran the household's errands.

Education

Associate of Arts, Communication & Media Studies — Butte College