

Household Manager & Personal Assistant

Kelly Maguire

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Resourceful and discreet Household Manager and Personal Assistant with 15+ years supporting high-profile families and executives. Proven track record of managing multimillion-dollar properties, supervising staff, and coordinating operations with precision and confidentiality. Exceptional project manager with military-honed discipline, organizational skills, and a commitment to excellence. Adept at anticipating needs, streamlining processes, and ensuring seamless household and office operations.

- 15+ years of experience managing households and supporting executives
- Comprehensive event planning and execution
- Full-cycle project management (renovations, redesigns, construction)
- Staff supervision, training, and management
- Budgeting, benchmarking, and financial record keeping
- Maintenance routines and home systems oversight
- Digital and physical household manual creation and upkeep
- Inventory management and procurement
- Discretion, confidentiality, and strong communication skills

PROFESSIONAL HISTORY HIGHLIGHTS

*Descriptions are not inclusive of all responsibilities

Household Manager/ Personal Assistant – Sandy Springs, Georgia/ Remote (C)

August 2022- Oct 2025

- Managed calendar and logistics for family and household, including all appointments and events
- Oversaw \$215K roofing renovation using Euro Shield products; managed project from vendor bidding to completion
- Created and maintained a digital household manual for a 9,500 sq. ft. home
- Coordinated vendors, negotiated contracts, and handled benchmarking and budgeting
- Supervised full-time household staff; delegated daily operations and errands
- Transitioned to remote support, maintaining high standards and making on-site visits as needed

Office and Household Manager - Buckhead, Georgia (D/O)

July 2021-May 2022

- Directed calendar management for COO, CEO, and their families
- Planned and executed interior redesigns, including coordination with designers and contractors
- Managed whole-home upgrades: windows, doors, painting, electrical, and engineering repairs
- Maintained household manuals and evaluated home systems for optimal performance
- Coordinated vehicle maintenance and ensured property upkeep

Personal Assistant/ Household Manager - Buckhead, Georgia (L)

Aug 2018- Mar 2020

- Managed calendars for family and contractors; supervised housekeeping, landscaping, HVAC, and pest control services
- Maintained inventory, reconciled contracts, and supported daily operations of a 5,000+ sq. ft. home
- Organized storage spaces and updated household manuals
- Handled errands, shopping, mail, and vendor relations

[2 KELLY MAGUIRE]

Personal Assistant/ Household Manager - Midtown, Georgia (S)

Oct 2015- Jun 2017

- Oversaw day-to-day operations of a 4,000+ sq. ft. home
- Handled errands, shopping, mail, meals, minor repairs, and floral arrangements
- Scheduled and supervised vendors and contractors
- Assisted special needs adult family member (Aphasia patient)
- Provided personal assistant support to principal

Household Manager/ Family Assistant - Buckhead, Georgia (H)

Mar 2014- Sept 2015

- Coordinated all outside vendors and maintenance for a 12,000+ sq. ft. home
- Handled vehicle coordination, household errands, and inventory management
- Assisted with children's transportation and school projects
- Planned and managed events; supervised construction projects
- Created comprehensive household manuals and performed minor repairs

Household Manager/ Caretaker/ Housekeeper - Acworth/Gainesville, Georgia (D)

Dec 2007- Mar 2014

- Progressed from part-time event support to full-time household management of 15,000+ and 26,000+ sq. ft. properties
- Converted manual bookkeeping to digital accounting systems for estates
- Oversaw all maintenance vendors for main house, guest house, and caretaker's apartment
- Maintained inventory, managed budgets, and supervised contractors
- Handled event setup, holiday decorating, and basic repairs

Education / Volunteer/ Commendations

- Associate of Science in Graphic Design, 2007
- Knowledgeable in smart home systems and technology
- Proficiency in PC/Mac, Microsoft Office Suite, Adobe, and more
- Current Treasurer, Boy Scouts of America, Cub Scout Pack 994

Military Service

United States Marine Corps

Held Top-Secret Clearance; served as Personal Assistant to high-ranking officer

Recognized for confidentiality, trustworthiness, and execution of procedures

Awards include National Defense Service Medal, Marine Corps Expeditionary Medal, and multiple Letters of Appreciation from Commanding Officers