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RUSS HEMPHILL

FAMILY ASSISTANT - PRIVATE SERVICE PROFESSIONAL - CHILD CARE SPECIALIST

PROFILE

With over 16 consecutive years as a personal service professional, I work in tandem with busy High Net Worth families to bring order and cohesion into their home. My skills have allowed me to work and travel across the world. I have a strong collaborative ethic, connecting seamlessly within multi-staffed settings; with the ability to work autonomously, where required.

SKILLS

- Expertly manage complex family calendars.
 - Oversee vendors, ensure service quality.
 - Efficiently handle household purchasing needs.
 - Organize, accompany on global travels.
 - Provide comprehensive care for pets.
 - Dependable, safe family and staff transport.
 - Lead, coordinate diverse household teams.
 - Design engaging, educational children's activities.
 - Specialized support for ASD, SPD, epilepsy.
 - Manage renovations, liaise with contractors.
 - Facilitate, promote inclusivity workshops.
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EXPERIENCE

Live-In Family Assistant / Household Manager

PRIVATE SINGLE PARENT FAMILY, FAYETTEVILLE, AR

December 2024 - Present

- Provide care, supervision, and daily schedule for 5yr old girl and 2yr old boy.
- Work with team in managing the home, cooking, and shopping.
- Maintain vehicles including maintenance appointments and exterior/interior care.
- Provide care for family pets.
- Extended care while the parent travels for both work and social obligations.

Family Assistant / Caregiver

PRIVATE FAMILY, MONTE SERENO, CA

February 2023 - November 2023

- Worked with a team of 5 caregivers providing care to adult child with severe autism.

- Organized and implemented social outings, providing support at public events and social outings.
 - Assisted with daily living skills and maintained a predictable schedule.
 - Supported team and family during transitions to homes in Maui, San Francisco, and Healdsburg, CA.
- Reason for job transition - new family through a recruitment opportunity.*

Family Assistant / Household Manager

PRIVATE FAMILY, SEA CLIFF, SAN FRANCISCO, CA

July 2022 - November 2022

- Assisted Private Family in running their home, supporting two adults and their two children.
- Coordinated vendors and maintenance projects at primary and secondary properties.
- Provided safe transport of children and family members in the city.

Reason for job transition - the family's need's changed.

Family Assistant / Inclusion Specialist

PRIVATE FAMILY, BELLE MEAD, TN AND LEIPERS FORK, TN

October 2021 - April 2022

- Supported a 6 yr old boy providing morning homeschool activities and acted as an inclusion specialist in social settings and enrichment activities.
- Supported a multi staffed team with scheduling activities and transportation.
- Completed shopping and errands.
- Lived on property and was given use of a vehicle.

Reason for job transition - young child was successfully admitted to a learning program.

Family Assistant / Travel Nanny

PRIVATE FAMILY, BOZEMAN, MT AND CAPE TOWN, SA

June 2019 – November 2019

(Worked previously October 2013 – May 2015)

- Supported a family, the two boys, and family pet during their transition to their second home in CapeTown, SA.
- Coordinated transitions, implemented plans, and consistently maintained predictable and responsive emotional support.
- Acted as liaison with private school and worked as inclusion specialist during enrichment activities.
- Completed shopping, coordinated children's extracurricular activities and prepared meals.
- Lived on property in a separate cottage.

Reason for job transition - took FMLA to care for an ailing sibling, COVID then closed down return options.

Family Assistant / Child Care Specialist

PRIVATE FAMILY, SEATTLE, WA

April 2018 – May 2019

- Supported 2 boys, a 9-year-old exceptional child with ASD, and a 4-year-old in their home.
- Coordinated schedules and enrichment activities, appointments, and coordinated transportation.
- Assisted with household maintenance, supervised vendors including gardeners, home improvement specialists, and care for the family pets.

Reason for job transition - previous family recruited to join them in CapeTown.

Family Assistant / Child Care Specialist

PRIVATE FAMILY, DENVER, CO

October 2017 – April 2018

- Supported three boys (9, 6 & 4).
- Coordinated care, schedules, and activities in collaboration with parents.
- Lived on property in a separate cottage.

Reason for job transition - family's needs change.

Inclusion Specialist / Child Care Specialist

PRIVATE FAMILY, PALO ALTO, CA

February 2016 – September 2017

- Supported a 10-year-old boy in a private school.
- Coordinated information and support amongst the educational team, therapists, family care specialists, and parents.
- Traveled with family.

Reason for job transition - child transitioned to a different learning center.

Live-in Family Assistant

PRIVATE FAMILY, SAN JOSE, CA

May 2015 – February 2016

- Live-in Family Assistant to a family of 5 and a single father. Ages 12, 10, 9, 4, and 18 months old.
- Supported a multi-staffed home, coordinated family activities, and maintained the calendar.
- Online grocery shopping, personal shopping, and managing vendors.

Reason for job transition - family's needs changed.

EARLIER EXPERIENCE SUMMARY

Nanny and Early Childhood Educator (1988-2015):

Over two decades of experience in childcare, including as a live-in nanny, educator, and specialist in early childhood development. Roles encompassed hands-on childcare, educational program coordination, and special needs support across various locations in the United States.

Program Coordinator / Community Health Educator (2001-2006):

Developed and coordinated health and wellness programs, including comprehensive education for youth and community health initiatives. Managed grants, fundraising, and community relations in health services organizations.

Trainer / Assistant Manager in Cleaning Service (2005-2006):

Supervised a team of 20 in a concierge and cleaning service at a major resort community, responsible for training, scheduling, and payroll.