

## **Skills and Experience**

# Technical skills & Software tools

- Diary Management
- → Email Management
- → Communication
- → Travel Arrangements
- → Research
- Invoicing
- Proofreading
- → Transcription
- → Event Planning
- → Project Coordination
- → Test

#### Professional skills

- → Problem-solving
- → Communication
- Toponiusel
- Adaptability
- Critical thinking
- Parenting and kids
- → Time management

#### **Industry Experience**

- → Agriculture
- Coaching
- → Education
- → Health and wellness
- → Law
- Parenting and kids
- Travel and hospitality
- Medical

# Additional languages German Intermediate II French Advanced Afrikaans Strong

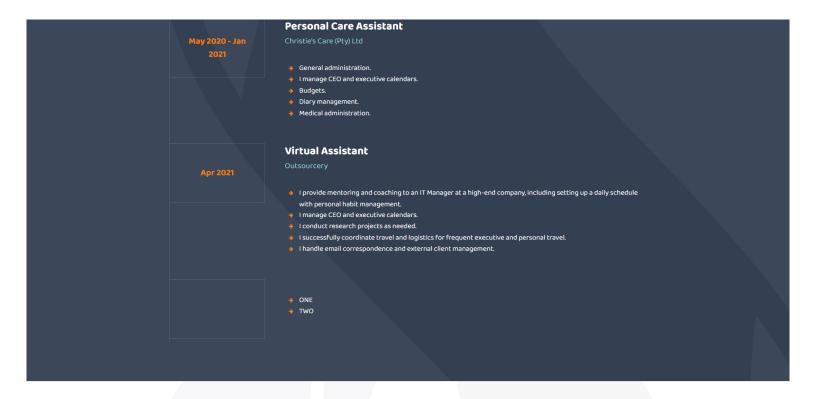
# **Work Experience**

Apr 2021

#### Virtual Assistant

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- I provide mentoring and coaching to an IT Manager at a high-end company, including setting up a daily schedule with personal habit management.
- I manage CEO and executive calendars.
- I conduct research projects as needed.
- I successfully coordinate travel and logistics for frequent executive and personal travel.
- I handle email correspondence and external client management.
- I provide mentoring and coaching to an IT Manager at a high-end company, including setting up a daily schedule with personal habit management.
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#### **Education & Certifications**



PMP Project Management -Fundamental Concepts for Beginners

Alison



**Customer Service** 

Alison



Certificate in

VA Connect: VA Varsity



Certificate in Executive

University of Cape town -Get Smarter

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

### **Client Reviews**



I am an experienced personal and virtual assistant who is resourceful, organised, and skilled. My role is to assist entrepreneurs and professionals alike who require someone who can offset tasks and streamline their time to focus on business and family.

















