

# Angela Weideman

Virtual Assistant

I am a passionate Virtual Assistant with experience in various avenues, including diversity marks for schools, research into travel destination options, backend website work, and diary and meeting management. Travel management is my passion and has been the focus of my career for many years. I value attention to detail and short turnaround times as part of the high-level service I offer my clients in all fields.



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## Skills and Experience

### Technical skills & Software tools

- LinkedIn
- WordPress
- Slack
- MS Word, Excel & PowerPoint
- Pinterest
- YouTube

### Professional skills

- General Administration & Organisation
- Email & Diary Management
- Travel Management & Booking
- Data Capturing & Proofreading
- Research
- Minute Taking
- Project Management
- Social Media Management

### Industry Experience

- Administration & Support Services
- Entertainment & Event Management
- Family & Parenting
- Finance
- Hospitality
- Leisure & Recreation
- Pet & Animals
- Property
- PR & Communications
- Travel & Tourism

## Work Experience

Sep 2019 - Current

### Virtual Assistant

Outsourcery

- Working on, creating and managing Excel spreadsheets.
- Diary management and general tasks.
- Expense reports & Time Sheets.
- Travel administration, including booking of flights, visa and travel protocol information, and managing client's airline points system.
- Manage accounts, debit orders, and insurance claims.
- Book and manage personal meetings.
- Research.
- Worked on various platforms such as Asana, Slack, Google Drive, Outlook, Gmail, and WordPress.

Aug 2012 - Aug 2018

### Senior Flights Consultant

Rhino Africa Safaris

- Sourced flights for high-end clients travelling into South Africa for safaris.
- Managed refunds on tickets.
- Trained junior flight consultants.
- Managed the flights department in the manager's absence.

## Education & Certifications



**National Diploma in Tourism and Travel Services Management**

Natal Techikon



**C Grade Team Manager**

Cycling SA

## Client Reviews

### Kat Rodriguez

Angela is wonderful to work with and I could not be happier with our arrangement. She has learned many of our organisation's platforms, allowing her to be of great help to me. She dives in and tries anything I throw her way with great success. She is an outstanding assistant and I give her the highest rating possible!

