

Chantal Jordaan

Virtual Assistant

I am a passionate Executive Assistant with experience gained across a range of industries including media, hospitality, and business intelligence. Executive Assistance is a passion of mine and has been the focus of my career for the past few years. I have had the privilege of providing support to high-level executive teams, and thoroughly enjoy the challenge of rolling out large-scale projects and initiatives that add value to all team members across the organisation.



DOWNLOAD PDF

Skills and Experience

Technical skills & Software tools

- MS Excel, Word, PowerPoint & G-Suite
- Xero, Pastel, Sage & QuickBooks
- Stripe
- Asana, ClickUp, Trello & Monday.com
- Ticketing Platforms
- HubSpot, Salesforce & Zoho
- Clockify & Todoist
- Slack, Calendly & RingCentral
- Mailchimp
- Canva & Adobe Photoshop
- LinkedIn
- Pinterest & YouTube
- WordPress, Squarespace & Wix
- Shopify & WooCommerce
- AI platforms

Professional skills

- General Administration & Organisation
- Research & Data Capturing
- Project Management
- Event Planning
- Customer Service
- Email & Diary Management
- Travel Management and Booking
- Marketing and Public Relations
- Social Media Management

Industry Experience

- Administration & Support Services
- Advertising & Marketing
- Business Management & Consulting
- Coaching
- Charities & Social Services
- Customer Service
- Electronics & Technology
- Entertainment & Event Management
- Hospitality, Leisure & Recreation
- PR & Communications
- Travel & Tourism

Work Experience

Aug 2021 - Current

Virtual Assistant

Outsourcery

- Reconsolidating Invoices and tracking payments to suppliers.
- Creating Change requests to suit the invoice amounts.
- Corrections on GR's raised.
- Analysis of purchase order amounts raised to ensure accuracy.
- Raising purchase orders by following the due diligence with buyers and owner.
- Communication with various Stakeholders.
- Migration between buyers and owners.
- Assisting buyers and owners with ad-hoc processes where needed.
- Knowledge of systems and company intranet operating systems (Liinet, Infor, Palantir, Google Docs).

Jun 2019 - Sep 2020

Executive Assistant to CEO

Legacy Hotels and Resorts

- All support and duties related to the day-to-day operations.
- Administration.
- Procurement and marketing.
- Personal duties.
- Manage calendars and schedule appointments.
- Compose and prepare confidential correspondence, reports, and other complex documents.
- Arrange complex and detailed travel plans and itineraries, and compile documents for travel-related meetings for all branches.

May 2016 - May 2019

Business Owner

Elysian Omada

- Creating and rolling out events and campaign solutions.
- The running and facilitation of all operational requirements.
- Managing books and payroll.
- Sourcing of new business.

Education & Certifications



Degree in Management

UNISA



Certificates in Risk Management, Scrum, Project Management, SMBOK, Six Sigma, Negotiation Associate, Marketing, Accounting, and Business Analytics

VMEDU



Diploma in Conference and Exhibition Management

Damelin



Life Coach, Relationship Coach, Personal Development Coach and Trauma Counsellor

International Accreditation

Client Reviews

Michael Tenerife

Chantal was an absolute pleasure to work with. She seamlessly navigated every situation and provided invaluable help in guiding me through tasks. She consistently demonstrated professionalism, friendliness, and a helpful attitude. Her ability to manage everything effectively was greatly appreciated.

