

Jacqui Doig

Virtual Assistant

I am a highly organised office administrator and executive assistant with extensive experience providing top-level support to executives. I excel at managing time and meeting deadlines, ensuring seamless operations in fast-paced environments. A results-oriented professional with exceptional communication skills, I value openness and honesty in all interactions. My strong computer literacy spans various programs and tools, honed over years of diverse experience. Outside of work, I enjoy running, swimming, and dancing, which keeps me energised and balanced.



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Skills and Experience

Technical skills & Software tools

- ➔ MS Excel, Word & Powerpoint
- ➔ Hubspot & Zoho
- ➔ Asana
- ➔ Canva
- ➔ WordPress
- ➔ Slack

Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Bookkeeping & Invoicing
- ➔ Customer Service
- ➔ Research

Industry Experience

- ➔ Advertising & Marketing
- ➔ Art & Design
- ➔ Customer Service
- ➔ Entertainment & Event Management
- ➔ Finance
- ➔ Hospitality
- ➔ Sales

Work Experience

May 2022 - Current

Virtual Assistant

Outsourcery

- ➔ Manage administrative tasks and handle personal errands efficiently.
- ➔ Conduct thorough research to support business initiatives.
- ➔ Arrange travel logistics, including booking flights, train tickets, meetings, and accommodations.
- ➔ Oversee calendar management for personal and business schedules, ensuring seamless coordination.
- ➔ Handle correspondence and planning to maintain smooth operations.
- ➔ Manage social media platforms, driving engagement and online presence.
- ➔ Streamlined the scheduling process by implementing a new calendar management system, resulting in a 50% reduction in scheduling conflicts and improved client satisfaction scores.

Jan 2021 - Current

Office Administrator

DSG Flooring (Pty) Ltd

- ➔ Perform general office administration, ensuring smooth day-to-day operations.
- ➔ Manage filing systems, and email correspondence, and maintain office supplies and organisation.
- ➔ Process claims, invoices, and payments accurately and efficiently.
- ➔ Handle bookkeeping tasks using Sage One Accounting to maintain financial records.
- ➔ Oversee social media management to enhance online visibility and engagement.

2012 - 2015 & 2018 - 2022

Assistant to Executive Producer

Red Petal Productions

- ➔ Oversee the setup and efficient daily operations of the office.
- ➔ Manage filing, faxing, email correspondence, and maintaining office supplies to ensure a well-organised workspace.
- ➔ Provide support to the Producer on ongoing projects, ensuring timely execution and delivery.
- ➔ Coordinate hotel bookings for both international and local clients, ensuring seamless travel arrangements.
- ➔ Engage with clients professionally, fostering strong relationships and handling inquiries effectively.
- ➔ Process invoices and payments accurately while managing petty cash and performing reconciliations.
- ➔ Conduct research to identify and secure suitable locations for production needs.
- ➔ Perform various administrative duties and maintain the production database for up-to-date records.

Education & Certifications



Grade 12 High School Diploma

Fish Hoek High School

