

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.



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

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

