

# Jessica Eggersglusz

Virtual Assistant

I have a wide range of experience in various industries ranging from media and art to sales and production, and as a result, I have great confidence in my ability to take on whatever tasks may arise. My previous title of Administrative Supervisor had me providing support to the CEO by taking on the overall management of most aspects of his business – a responsibility that I handled with great care and success. I am constantly teaching myself new skills and have found a passion for digital design which allows me to harness my creative abilities.



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## Skills and Experience

### Technical skills & Software tools

- ➔ MS Excel, Word & PowerPoint
- ➔ ChatGPT
- ➔ LinkedIn
- ➔ Facebook & Instagram
- ➔ Pinterest & YouTube

### Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Documents & Scheduling
- ➔ Project Management
- ➔ Customer Service
- ➔ Minute Taking & Data Capturing

### Industry Experience

- ➔ Administration & Support Services
- ➔ Art & Design
- ➔ Customer Service & Sales
- ➔ Entertainment & Event Management

## Work Experience

Mar 2022 - Current

### Virtual Assistant

Outsourcery

- ➔ Lead operational management initiatives within a dynamic lift company, driving efficiency and excellence in service delivery.
- ➔ Oversee project management, quoting, and service management processes to ensure timely and quality outcomes for clients.
- ➔ Manage a team of engineers and administrative staff, fostering collaboration and high performance to meet organizational goals.
- ➔ Implement data-capturing strategies and schedule/calendar management to streamline operations and enhance productivity.
- ➔ Develop and maintain strong client relationships, ensuring high satisfaction and loyalty.

Jun 2020 - Mar 2022

### Administrative Supervisor

Acron Plastics

- ➔ Debtor and creditor management.
- ➔ Sales and customer management.
- ➔ Production Planning.
- ➔ Procurement.
- ➔ Budgeting.
- ➔ Staff management.
- ➔ Email and diary management.
- ➔ Various other ad-hoc responsibilities.

Dec 2019 - Jun 2020

### Personal Assistant and Property Fabricator

Homebrew Films

- ➔ Various personal assistant tasks.
- ➔ Budgeting and procurement.
- ➔ Sculpting of puppets and scenery items.
- ➔ Create mood boards, content ideas, and presentations.
- ➔ Researching.
- ➔ Assisting on film sets.
- ➔ Drawing and painting.

Sep 2019 - Nov 2019

### Art Cataloguing and Storage Intern

Kirstenbosch Kompton Herbarium

- ➔ Ensuring the safe storage of over 1000 valuable artworks.
- ➔ Creating and implementing a catalogue system to ensure ease of reference for the placement of artworks within the storage space.
- ➔ Record keeping of each piece of artwork.
- ➔ Arranging artworks into an index spreadsheet.
- ➔ Mounting of artworks and repairs to damaged mounts.

## Education & Certifications



Diploma in Professional Photography: Art Direction Stream

City Varsity



Level 5 Certificate in Teaching English

TEFL Academy



Certificate in Adobe Illustrator

Bring Your Own Laptop - Daniel Scott

## Client Reviews

### Laurel Hollaway

I have been working with Outsourcery for around 18 months now, and I'm really happy with the service they provide. We have worked with a few virtual assistants over this period, all of whom have been professional and competent. Jessica, who we currently work with, is fantastic and we consider her an important part of our team. She is highly reliable, hardworking and professional as well as being a lovely person to work with. Highly recommended!

