# Leann McCabe

### Virtual Assistant

I am a certified and experienced wedding and events planner, with a high organisation and planning skill set built up from being in the industry for over 16 years. I work mainly with couples who live abroad, and in different time zones, and arrange all aspects of the event in Cape Town before they arrive.

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Skills and Experience

# MS Excel, Word & Gsuite

Software tools

Technical skills &

- Todoist
- → Trello
- Slack

Canva

- ChatGPT
- Shopify

### → General Administration & Organisation

**Professional skills** 

- Email & Diary Management
- Documents & Scheduling
- Research
- Customer Service Event Planning

### → Administration & Support Services

**Industry Experience** 

- Customer Service → Entertainment & Event Management
- Hospitality

# **Virtual Assistant**

Work Experience

# Current

Nov 2020 -

## Outsourcery

Netherlands and dedicated to a specific executive or team. Tasks include, but are not limited to:

Email and calendar management. Data capturing.

Virtual executive assistant working remotely as office & administration support for companies in the UK &

- Customer service liaison.
- Brand influencer communication.
- Meeting & interview scheduling.
- Order fulfilment software on Mintsoft for e-commerce & API integrations. Shopify data management, product upload & order creation various administration tasks.
- **Social Media Content Creator** Various Clients

### Creation of social media content and posts for a Hospitality Recruitment company.

2020 - Current

Platforms include: Facebook, Instagram, LinkedIn and Google My Business.

- Owner & Operator

### 2014 - Current

Jun 2013 - Jan

2014

### Oh Snap! Photobooth is one of Cape Town's leading photobooth companies, that provides services to all areas in and around the Western Cape. The company was started in early 2014 and has been a part of over 4000 events to

DoubleTree by Hilton

bottled water etc.

establishment / block bookings.

Kelvin Grove Club - Western Province Sports Club

have notepads, pens, water etc. for the conferences.

afternoons and Club Events.

etc.

The Cape Milner Hotel

function.

Oh Snap! Photobooth

date, including weddings, corporate functions, gala events, reunions, team building, matric dances and birthdays.

The photobooth takes photos of guests and instantly prints out photo strips on professional photo paper, using a dye-sublimation printer. Groups & Events Conference Coordinator

Advise and assist the client with arrangements and the planning of the conference / event with regards to table &

Ensure that the kitchen can meet the conference/events requirements for the daily breaks.

amount of guests that each venue is able to hold comfortably with according to the guest count attending.

Arrange breakaway rooms for delegates wishing to hold private meetings or group meetings. Ensure that all events are profitable to the Hotel and sending out invoice for payment,

and ensuring that payment is made within the allocated time period. Prepare and distribute the conference/event packs to all hotel departments, including, housekeeping, kitchen, F&B manager, GM etc.

Meet with the clients to discuss their requirements for the conference / event.

such as data projectors, microphones, white screens & speakers, table linen, notepads,

Booking of venue spaces for clients within the hotel, and assisting with the correct

seating layouts, flowers, audio visual equipment

 Communicate all changes to all relevant parties of any amendments/updates for the conference/event. Be present at large conference/events as a floor manager and ensure all requirements

have been met for the clients. Co-ordinate all functions i.e. conferences, dinner dances etc. efficiently. Prepare seating plans, menus and anything which pertains to the function.

Liaise with suppliers in respect of the conference/event requirements e.g. audio visual, linen, flowers etc.

Group site inspections of the property.

Booking of group accommodation for conference delegates attending any conferences booked at the

Feb 2009 - May

### décor arrangements, audio visual such as data projectors & white screens, microphones & speakers, linen, notepads etc. Ensure that the kitchen can meet the function requirements.

Book accommodation for group bookings / block bookings for groups.

Conferencing & Banqueting /Events Co-ordinator

Meet with the member to discuss their requirements for the conference/event.

- Ensure that all events are profitable to the Club. Prepare and distribute the function documentation to all relevant parties. Inform all relevant parties of any changes for the function in particular numbers of guests attending events/
- function. Be present at large functions and ensure all requirements have been met for the function. Co-ordinate all functions i.e. conferences, dinner dances etc. efficiently, and ensure that the venues are set up as

required for the event - round tables, half moons, u-shape, cinema seating etc., as well as ensuring that delegates

Advise and assist the member with arrangements and the planning of function eg. table & seating arrangements,

Prepare seating plans, menus and anything which pertains to the function. Arrange any Bridge bookings and occasional events at the Pavilion and Pool e.g. Jazz

Liaise with suppliers in respect of function requirements e.g. audio visual, linen, flowers

- Organise and follow up on Club functions and events i.e. Christmas and New Years Eve
- Meet with the clients to discuss their requirements for the function.

Advise and assist the client with arrangements and the planning of function eg. colour

2007 - 2009

### Ensure that all events are profitable to the Hotel. Prepare and distribute the function documentation to all relevant parties. > Inform all relevant parties of any changes for the function in particular numbers of guests attending events/

Ensure that the kitchen can meet the function requirements.

schemes, table layouts, flowers, audio visual linen etc.

Conferencing & Banqueting /Events Manager

- Be present at large functions and ensure all requirements have been met for the function. Co-ordinate all functions i.e. conferences, dinner dances etc. efficiently. Prepare seating plans, menus and anything which pertains to the function.
- Budget strategies. Proficiency in catering management software. Work closely with the F&B Managers.

Communicate all changes in organised functions / events to the relevant departments.

Liaise with suppliers in respect of function requirements e.g. audio visual, linen, flowers etc.

Financial forecasting & planning.

# Education & Certifications



Certificate in Full Wedding

YES, I WANT TO PROCEED WITH THIS CANDIDATE

SA School of Weddings

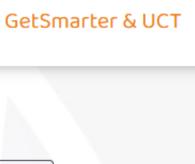
**Planning** 



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**Hospitality Management** 

International Hotel School

(IHS)

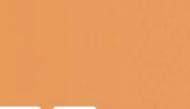


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