

# Lulu Lewis

Virtual Assistant

I have over 20 years of administrative experience, initially as an administrator in a recruitment agency and then in the administration department of a small boutique, environmental law firm, commencing in reception and working my way up to the Office and Marketing Manager. I have excellent core business skills from several business functions (administration, project coordination, personal assistant duties, human resource and finance, marketing, client services, etc).



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## Skills and Experience

### Technical skills & Software tools

- ➔ MS Word, Excel & PowerPoint
- ➔ Mailchimp
- ➔ Wordpress

### Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Minute Taking & Data Capturing
- ➔ Research
- ➔ Proofreading
- ➔ Documents & Scheduling

### Industry Experience

- ➔ Administration & Support Services
- ➔ Healthcare, Medical, Health & Wellness
- ➔ Legal & Law
- ➔ Property

## Work Experience

Apr 2021 - Current

### Virtual Assistant

Outsourcery

- ➔ Procurement, including sourcing suppliers, registering suppliers on the vendor system, obtaining quotes, creating purchase orders, processing invoices for payment, receiving orders, and creating budgets.
- ➔ Attend monthly finance meetings and manage petty cash and credit card expenses.
- ➔ Create an inventory system for the department, monthly stock take, and keep the electronic and equipment lists up to date.
- ➔ Minute taking.
- ➔ Assist with the logistics for qualitative studies.
- ➔ Assist with the hiring and onboarding of new staff.
- ➔ General administrative assistance.
- ➔ Assist with coordinating renovations to the offices and clinic rooms.

Feb 2007 - Oct 2020

### Office and Marketing Manager

IMBEWU Sustainability Legal Specialists

- ➔ Office Administration.
- ➔ Executive assistant support.
- ➔ Meeting minutes, copy tying, and Dictaphone typing.
- ➔ Proofreading.
- ➔ Marketing and event management.
- ➔ Newsletter creation.
- ➔ Basic bookkeeping.
- ➔ Basic HR functions.

Nov 2000 - May 2002

### Recruitment Officer

First Time Placements

- ➔ Assisted the Marketing Manager and Personnel Consultants.
- ➔ Followed up on work references for candidates.
- ➔ Data capturing of candidates' CV information.
- ➔ Email management.

## Education & Certifications



Degree in Law and Psychology

University of the Witwatersrand



Certificate in Marketing Basics

Rob Terlingen Consulting



Social Media Masterclass Course

Jason Squires Exposure Publishing Ltd

## Client Reviews

Carla Chibwasha

Thank you again for all of your hard work combing through the storage reports to confirm number of samples. Absolute MVP!

