

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 typing, 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 Chibwesa

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

