



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

<h3>Technical skills & Software tools</h3> <ul style="list-style-type: none"> MS Word, Excel & PowerPoint Mailchimp Wordpress 	<h3>Professional skills</h3> <ul style="list-style-type: none"> General Administration & Organisation Email & Diary Management Minute Taking & Data Capturing Research Proofreading Documents & Scheduling 	<h3>Industry Experience</h3> <ul style="list-style-type: none"> Administration & Support Services Healthcare, Medical, Health & Wellness Legal & Law Property
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Work Experience

<p>Apr 2021 - Current</p>	<h3>Virtual Assistant</h3> <p>Outsourcery</p> <ul style="list-style-type: none"> 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.
<p>Feb 2007 - Oct 2020</p>	<h3>Office and Marketing Manager</h3> <p>IMBEWU Sustainability Legal Specialists</p> <ul style="list-style-type: none"> Office Administration. Executive assistant support. Meeting minutes, copy typing, and Dictaphone typing. Proofreading. Marketing and event management. Newsletter creation. Basic bookkeeping. Basic HR Functions.
<p>Nov 2000 - May 2002</p>	<h3>Recruitment Officer</h3> <p>First Time Placements</p> <ul style="list-style-type: none"> Assisted the Marketing Manager and Personnel Consultants. Followed up on work references for candidates. Data capturing of candidates' CV information. Email management.

Education & Certifications

<p>Degree in Law and Psychology</p> <p>University of the Witwatersrand</p>	<p>Certificate in Marketing Basics</p> <p>Rob Terlingen Consulting</p>	<p>Social Media Masterclass Course</p> <p>Jason Squires Exposure Publishing Ltd</p>
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YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

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!

