

Sarah Rade

Virtual Assistant

Experienced Executive Assistant, having worked for both corporates and now remotely as a virtual assistant. Self-motivated, with keen attention to detail. Manages and coaches virtual assistants to ensure better relationships between VAs and their clients, leading to client and employee retention. I moved from Cape Town to Underbarrow, UK in July 2023.



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Skills and Experience

Technical skills & Software tools

- MS Word, Excel & PowerPoint
- Clockify, Calendly & Todoist
- Asana & Monday.com
- RingCentral
- LinkedIn
- ChatGPT

Professional skills

- General Administration & Organisation
- Email & Diary Management
- Research & Data Capturing
- Documents & Scheduling
- Proofreading
- Minute Taking
- Project Managemnt
- HR & Recruitment
- Networking

Industry Experience

- Administration & Support Services
- Business Management & Consulting
- Coaching
- Family & Parenting
- Finance
- Legal & Law

Work Experience

Jan 2017 - Current

Virtual Assistant

Outsourcery

- Manage a team of 10 virtual assistants all of whom work from home – this includes reviewing their working hours, leave and oversight of their work. It also includes liaising with HR and client services to ensure client and employee retention.
- I assist AVirtual itself on the strategic side of the business and, in particular, with coaching virtual assistants and clients on ways to delegate to create the best working relationship.

Jan 2021 - Current

Virtual Assistant

Sarah Rade Virtual Assistant

- I work remotely for a number of professional services clients based in London. The tasks are wide ranging from event and project management, research, email and calendar management, travel, document design, production, editing and proofreading.
- Role is incredibly diverse as each client works differently and needs a fast learner who is proactive, agile and able to problem solve.

Apr 2014 - Dec 2016

Office Manager

Entrepreneur & Management Solutions

- Managed the office of this company with regards to procurement, supplier contracts and office services. The clients were generally small businesses and entrepreneurs and the company offers financial management and coaching advice.
- Prepared quotes and liaised with the clients to ensure we had all information required to assist them effectively.
- Managed the company secretarial requirements of our clients, ensuring returns were submitted, documentation was up to date, further registrations with governing bodies were correctly filed and ensuring all annual tax responsibilities were completed. This often entailed meeting with the South African Revenue Service on clients' behalf, liaising with clients to compile all information needed for tax submissions and ensuring deadlines were met.
- Performed the debt management function, regularly reporting back to the directors on progress made.

May 2011 - Mar 2014

Account Support Associate,

Ernst & Young, Cape Town

- Managed the Old Mutual account across all service lines (Advisory, Tax and TAS) and the Financial Services account support associate for Advisory.
- Both roles included implementing and driving the strategic plan around the accounts; driving and completing the revenue planning process for each partner and account; managing the financial analysis and tracking of account revenue against budget; managing and reporting on the current opportunity pipeline; preparing comprehensive reports for team and Exco; regularly monitoring and communicating progress of account with team, including responsibilities, milestones, deadlines and deliverables arising from account meetings; updating the global client relationship management contact system (InterAction).
- Project managed and participating in drafting and delivering proposals (public and private sector).
- Provided relevant account knowledge to the team; captured and maintaining account credentials and knowledge submissions arising from the account.
- Attended conferences and events to build relationships with clients.

Feb 2010 - Mar 2011

Marketing Assistant

Webber Wentzel

- Managed full tender and proposal process, from identifying potential tenders and proposals on specific websites to compiling the necessary documentation. This included liaising with fee earners and other members of the firm from the Cape Town, Johannesburg and Rustenburg offices depending on the information required, often to tight deadlines.
- Ensured all documentation on file which may be required for the tenders was up-to- date with the latest firm statistics, practice overviews and credentials.
- Updated fee earners' CVs on the website with any new information (accolades, transactions) and also the submitting of fee earners' profiles for international directories.

Aug 2004 - Dec 2008

Executive Personal Assistant

Hogan Lovells LLP, London

- Supported the Global Head of Project Finance and another four fee earners at this international law firm.
- Role included organising international travel and extensive diary management. Amending large documents, drawing up invoices and general administration.
- Managed the training requirements of the department, from organising all requirements for fee earner training to identifying PA training needs and assisting with the drafting of training courses.

Feb 2001 - Aug 2004

Legal PA

Lewis Silkin Solicitors, London

- I initially commenced employment providing secretarial support to three busy fee earners in the Corporate department. I was then promoted to work for the Head of the Corporate department and two fee earners.
- Duties included a heavy load of audio and copy typing consisting of long documents, agreements and general correspondence.
- Drafting of documents and bills, arranged meetings, liaised with clients over the telephone and carried out general admin.

Mar 1997 - Aug 2000

Legal Secretary

Various Law Firms, UK & SA

- **Rowe & Maw Solicitors, London (June 1999 – August 2000):** Worked as a Legal Float Secretary, covering a range of legal departments, including Banking and Projects, Employment, Property, Intellectual Property, Construction, Litigation, and Corporate.
- **Temporary Legal Secretary, Various Agencies, London (January 1999 – June 1999):** Provided short-term secretarial support to solicitors and partners across multiple legal firms.
- **Eagle Star Insurance, London (May 1998 – December 1998):** Served as a Contract Secretary in the Mortgage Risks Department, focusing on legal and administrative support.
- **Maurice Phillips Wisenberg, Cape Town (March 1997 – May 1998):** Legal Secretary specializing in Matrimonial Law, assisting with divorces and contentious matters. Also provided support in Conveyancing, Debt Collections, and research for Articled Clerks.

Education & Certifications



Professional Certificate in Management

The Open University

