

Shannon Speers

Virtual Assistant

I have a wealth of local and international experience working as an executive assistant across a range of industries. More recently I have gained valuable experience as an HR partner and learning manager, where my focus was on talent and skill development. I am a resourceful, proactive and detail-orientated individual with excellent interpersonal and organisation skills. My mature and calm approach allows me to work well under pressure, organise myself in order to prioritise heavy workloads and meet tight deadlines.



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Skills and Experience

Technical skills & Software tools

- MS Office & G-Suite
- Slack
- ClickUp
- Hubspot
- Calendly
- LinkedIn
- Facebook, Pinterest & Instagram
- TikTok, X (Twitter) & YouTube
- Wix & Etsy

Professional skills

- General Administration & Organisation
- Email & Diary Management
- HR & Recruitment
- Proofreading
- Documents & Scheduling
- Travel Management & Booking
- Customer Service

Industry Experience

- Advertising & Marketing
- Business Management & Consulting
- Coaching
- Finance
- Leisure & Recreation
- Pet & Animals
- Property

Work Experience

Jan 2021 - Current

Virtual Assistant

Outsourcery

- Research.
- Logging new deals, chasing leads and assisting with deal pipeline admin on CRM systems.
- HR and Learning for staff.
- VAT reconciliations.
- Expense claims and reconciling monthly credit card statements with receipts.
- Credit Control.
- Adhoc operational tasks.
- Diary Management.
- Travel bookings.
- Managing LinkedIn page, building connections.
- Drafting client contracts.
- Personal administration including assisting with house renovations, personal holiday bookings, managing tenants in rentals, buying personal items, setting up insurance policies, and managing children's school administration.

Aug 2012 - Sep 2019

Learning Manager

Investec Bank

- Consult with the business regarding their learning and development needs, ensuring the operational aspects of the learning programmes were managed effectively, efficiently and programmes were successfully implemented.
- Analyse the business needs and bring together faculty, in partnership with the consulting team to effectively design and implement the learning.
- Evaluate the success of the learning interventions and ensure all learning was recorded and costed out according to regulatory requirements.
- Responsible for various portfolios including Leadership Development, Executive Education, Diversity & Transformation and Special Projects.

Jan 2008 - Aug 2012

Executive Assistant to Managing Director

Investec Private Bank

- Assist the Managing Director in executing his functions by providing all-round secretarial support and assistance.
- Involved in various projects such as office moves, yearly budget presentations, handling communication and queries from clients and the resolutions thereof, highly confidential staff matters, salary, and bonus processes.
- Work closely with the marketing team to arrange off sites, year-end functions, and client functions.
- Assist with a large amount of personal work for the Managing Director, which included payments, medical aid claims, running with personal legal documents and property transfer documents, managing personal household matters, and arranging family holidays.

Feb 2001 - Oct 2007

Executive Assistant to CEOs

Various International companies

- Complex diary management across various time zones, complex travel arrangements, monthly expense claims, basic bookkeeping, producing PowerPoint and excel documents, minute taking, and inbox management.
- Office management responsibilities and managing front of house staff and drivers.
- Event management responsibilities – client events management retreats, special events.
- Project management – specifically in the film industry with regards to scripts and film festivals.
- Personal work included booking family holidays, managing household staff, property maintenance, taking care of children's school matters, buying personal gifts, paying private invoices, country relocations, managing racehorses.

Education & Certifications



Diploma in Public Relations

Public Relations Institute of South Africa (PRISA)



Diploma in Sport & Event Management

Varsity College

YES, I WANT TO PROCEED WITH THIS CANDIDATE

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