

Wendy Crowster

Virtual Assistant

I am an experienced executive assistant with a knack for financial administration. I thrive on being organised and always ensure my work is meticulous and well-presented. I am passionate about quality service, have a positive attitude, and am self-sufficient and proactive. Having worked at a software development company and providing support to end users, I am comfortable around technology, and systems and strive for happy clients.



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Skills and Experience

<h3>Technical skills & Software tools</h3> <ul style="list-style-type: none"> MS Excel, Word & PowerPoint Xero, Pastel, Sage & QuickBooks Stripe Trello Slack Facebook, Instagram & Pinterest TikTok, X (Twitter) & YouTube LinkedIn Mailchimp WordPress, Squarespace & Wix Shopify 	<h3>Professional skills</h3> <ul style="list-style-type: none"> General Administration & Organisation Bookkeeping Documents & Scheduling Project Management Customer Service 	<h3>Industry Experience</h3> <ul style="list-style-type: none"> Finance Property Business Management & Consulting Coaching
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Work Experience

<p>May 2018 - Current</p>	<h3>Virtual Assistant & Digital Project Manager</h3> <p>Outsourcery</p> <ul style="list-style-type: none"> Remote management of administrative and financial processing for an international client base. Highly varied tasks, requiring time management and exceptional organisational skills. Main tasks include reconciliations, processing sales invoices, and following up on outstanding invoices. Work with Xero, Sage One, and Quickbooks. Acted as a Team leader, managing a team of 8 VAs, to assist, integrate, support, manage feedback, and communicate within the business. Maintain a happy supported, and productive team. Project manage redesigns and landing builds for clients' websites. Keeping track of budgets and ensuring deadlines are met. Manage monthly web maintenance for clients with the developer – ensuring website health scores are at their best and the website is running at an optimal speed. Allocating and assigning support queries from website builds and designs to relevant specialists. Forecasting capacity within the different departments and managing the work coming in accordingly. Ensure due dates are adhered to.
<p>Jan 2014 - Dec 2017</p>	<h3>Financial Administrator and Support Consultant</h3> <p>MDA Property Systems</p> <ul style="list-style-type: none"> Bookkeeping up to trial balance. Full Debtors Function – processing, sending statements, following up on outstanding accounts. Journal processing. Customer account queries. Providing support by resolving software support queries.
<p>Jan 2009 - Dec 2013</p>	<h3>Personal Assistant and Office Administrator</h3> <p>MDA Property Systems</p> <ul style="list-style-type: none"> Providing executive support to senior management. Diary management. Travel administration. Events management. Arranging meeting refreshments and weekly office lunches. Ordering and arranging office supplies and stationery. Social newsletter and social media.

Education & Certifications



Diploma in Accounting

UNISA

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

Shane Fleming

I have Found Outsourcery and Wendy Crowster very helpful. The service is great!

