

Yvette Barry

Virtual Assistant

I have worked as an Executive Assistant to Divisional Heads for several years, as well as started my own online business for which I built the website, ran a manufacturing workroom and managed the online marketing. I have experience in the daily aspects of managing an office and a small business from the admin to the training.

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Skills and Experience

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> MS Word, Excel & PowerPoint Canva YouTube, Instagram & Pinterest LinkedIn ChatGPT Alto Property Management Slack Shopify 	<p>Professional skills</p> <ul style="list-style-type: none"> General Administration & Organisation Email & Diary Management Documents & Scheduling Data Capturing Proofreading Project Management Customer Service 	<p>Industry Experience</p> <ul style="list-style-type: none"> Administration & Support Services Art & Design Customer Service Furniture & Interiors
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Work Experience

<p>Jun 2021 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> Blogs and article writing. Create social media posts and schedule. Website content management on various platforms. Create Canva graphics for marketing material, including infographics. Create presentations in PowerPoint and Canva. Drafting letters and company documents. Diary and email management. Meeting minute taking. Ordering client gifts from various online stores for delivery to UK-based clients. Data capturing. Track budget spend and budget forecast. Due Diligence checks of international clients. Managing property CRM: adding new clients, adding and maintaining property, listings, creating email and letter templates. Creating and sending newsletters via Mailerlite. Booking train tickets (within the UK). Booking meeting rooms for teams meetings. Managing staff absenteeism in BrightHR.
<p>Jan 2011 - Mar 2021</p>	<p>Business Owner Self Employed</p> <ul style="list-style-type: none"> Managing production and sales teams. General office administration. Sales and marketing. Online marketing. Client liaison and PR. Website/ online store development. Basic bookkeeping on SageOne. Liaising with local and international suppliers. I have started my own online and manufacturing businesses and sold them successfully.
<p>Sep 2003 - Aug 2010</p>	<p>Executive Assistant Imperial Bank/Nedbank</p> <ul style="list-style-type: none"> Diary and email management. Travel bookings. Creating reports and presentations. Exco pack preparation. Meeting minutes and transcribing. Event planning. Training. Office administration.
<p>Jan 2002 - Sep 2003</p>	<p>Project coordinator Diverse Interiors</p> <ul style="list-style-type: none"> Obtaining client briefs. Creating storyboards. Quotations and invoicing. Research best prices. Creating presentations.

Education & Certifications



Interior Decor & Design (N3)

Joubert Park Tech

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

Ryan Hargreaves

I had a very positive experience working at AVirtual, as an entrepreneur who is also completing an Executive MBA, having some assistance in admin and market research has been invaluable, helping me to focus on the important things. My VA, Yvette, made sure that she understood clearly the tasks that were required and carried them out effectively and efficiently. Expected deadlines and hours needed to complete specific tasks were communicated clearly. I would certainly recommend AVirtual to anyone in need of some administrative support.

