

Babette Forbes

Virtual Assistant

I am a virtual executive assistant, who prides myself in my work always delivering on the highest standard. My work is challenging and varied, working with high-powered clients from various industries. This allows me to be challenged and to continue developing my business acumen.



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Skills and Experience

Technical skills & Software tools

- MS Office & G-suite
- Clockify & Todoist
- Trello & Asana
- Mailchimp & Pipedrive
- HubSpot, Salesforce & Zoho
- WordPress, Squarespace & Wix
- Shopify
- Slack, Calendly & RingCentral
- Xero, Sage & FreeAgent
- ChatGPT & Otter.ai
- Canva
- Facebook & Instagram
- LinkedIn

Professional skills

- General Administration & Organisation
- Documents & Scheduling
- Email & Diary Management
- Project Management
- Data Capturing
- Bookkeeping
- HR & Recruitment
- Customer Service

Industry Experience

- Administration & Support Services
- Architecture & Construction
- Business Management & Consulting
- Coaching
- Finance
- FMCG, Retail & Consumer Goods
- Property

Work Experience

Mar 2019 - Current

Virtual Assistant

Outsourcery

In this role I assist high-powered clients in various senior management roles. Providing administrative support directly. Duties vary from clerical administrative support to project-based working, specific to individual client's needs.

Basic duties include (Duties vary per client):

- Calendar management and email correspondence.
- Managing social media.
- Travel research and scheduling.
- Document formatting and presentation.
- Transcription of minutes, video and audio files.
- Handling payments.
- Project management.

Mar 2020 - Current

Executive Assistant / CEO

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Basic duties include (Duties vary per client):

- Liaising with potential customers.
- Invoicing.
- Calendar management and email correspondence.
- Travel research and scheduling.
- Team training.
- Project management.
- Bookkeeping.
- Remote management.
- Operational support.
- HR assistance.
- Real estate.

May 2016 – Feb 2019

Travel Consultant

Amazing Holidays

I was presented with the opportunity to work at Amazing Holidays. I jumped at the position because it meant greater responsibility and more self-reliant experience in the travel industry. I enjoyed being challenged in this position as my colleagues were all senior travel consultants. I had to quickly adjust and learn from my colleagues to develop my career skill set. After a 6-month probation period, I received my permanency and in so doing I feel like I have made great progress and developed a greater love for travel and planning holidays. In this role I continued to service customers' needs as well as grow potential clients, endeavouring to provide the best experience from start to finish for all my customers.

Feb 2014 - Nov 2016

Receptionist (part-time)

Snag Steel & Trading

I provided this service in my spare time for a Cape Town-based steel fabrication company. Duties include data capturing and filing.

Education & Certifications



National Diploma in Health and Skincare

International Academy of Health and Skincare,



Certificate in Travel

Amadeus

