

Risa le Roux

Virtual Assistant

My years in the events industry has equipped me with a wide range of skills, enabling me to approach any project with ease and confidence. I have the ability to work well with people, meet challenges with a calm and collected approach and take on my responsibilities with enthusiasm and determination.



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Skills and Experience

Technical skills & Software tools

- ➔ MS Excel, Word & PowerPoint
- ➔ Trello & Mailchimp
- ➔ Sage & Xero
- ➔ Canva & Adobe Photosop

Professional skills

- ➔ General Administration & Organisation
- ➔ Event Planning
- ➔ Project Managment
- ➔ Client Relationship Building
- ➔ Problem Solving
- ➔ Planning & Execution
- ➔ Time Management
- ➔ Quick Decision Making
- ➔ Team Leadership

Industry Experience

- ➔ Advertising & Marketing
- ➔ FMCG, Retail & Consumer Goods
- ➔ Hospitality
- ➔ Entertainment & Event Management

Work Experience

Dec 2020 - Current

Virtual Assistant

Outsourcery

Property Maintenance & Repairs Coordinator at Kings Oak Capital (UK)

- ➔ Managed the maintenance, repair, and upkeep of over 300 residential properties and over 10 Freehold Blocks ensuring high-quality standards and timely completion of tasks.
- ➔ Managed and scheduled maintenance staff, ensuring efficient workflow and timely task completion.
- ➔ Delegated tasks effectively, optimizing team resources and meeting property needs and deadlines.
- ➔ Coordinated and executed regular safety inspections, including fire safety, electrical systems, and gas appliances, ensuring compliance with legal requirements.
- ➔ Liaised with contractors and service providers for routine and emergency repairs, managing project budgets and timelines.
- ➔ Ensured all properties adhered to health and safety regulations, local building codes, and landlord obligations.
- ➔ Maintained accurate records for property maintenance schedules, repair histories, and certification documentation.

2016 - 2020

Events Coordinator promoted to Events Manager

Babylonstoren

- ➔ Conducted site inspections, highlighting the venue's features and effectively promoting it to prospective clients.
- ➔ Led the planning and execution of high-end events, ensuring seamless logistics aligned with the winery's premium brand.
- ➔ Acted as the primary point of contact, delivering expert guidance to meet clients' vision and exceed expectations.
- ➔ Managed communication and planning with our internal departments that were providing services to the events, including the Hotel, The Restaurants, The Farm Shop, Maintenance and the Gardening Team.
- ➔ Managed vendor relationships, ensuring high-quality service and adherence to our standards.
- ➔ Developed and maintained event budgets, balancing cost-effectiveness. Managed invoices and payments related to the wedding venue, accommodation, and food and beverage services, ensuring accurate billing and timely transactions.
- ➔ Oversaw event design and setup, ensuring the venue's elegance was reflected in each event.
- ➔ Managed event staff, ensuring smooth operations and seamless execution.
- ➔ Delivered exceptional guest experiences, resolving issues promptly to maintain a luxury standard.
- ➔ Managed the final billing and payment process upon client checkout, ensuring all charges related to the event were accurately processed and settled, and ensuring that the clients were happy with the services they received.

Jan 2016 - Oct 2016

Creative Coordinator

NConcepts & Design

- ➔ Taking in new bookings.
- ➔ Creating a creative brief.
- ➔ Showcasing a mock-up of the brief.
- ➔ Quotes and invoicing.
- ➔ Booking of payments received.
- ➔ Planning of the day (more than one site/job per day).
- ➔ Staff scheduling and quality checks.

Education & Certifications



Diploma in Event Management

Prestige Academy

