

# Zoe Ball

Virtual Assistant

My background is interior design, but I moved into sales, which led me to buying into an online wedding registry business. I then sold that to become a work from home mom, doing sales again and more recently admin for three different clients. An entrepreneur, a chef and managing two Airbnb properties.



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## Skills and Experience

### Technical skills & Software tools

- MS Office & G-suite

### Professional skills

- General Administration & Organisation
- Email & Diary Management
- Documents & Scheduling
- Event Planning
- Recruitment
- Travel Management & Booking

### Industry Experience

- Art & Design
- Entertainment & Event Management
- Sales
- Furniture & Interiors
- Charities & Social Services

## Work Experience

Jun 2018 - Current

### Virtual Assistant

Outsourcery

- Personal administrative tasks.
- Email management.
- Diary management.

Oct 2015 - Nov 2017

### Sales and Distribution Manager

Veldt Design

- Primary sales function for a homeware, bag, and accessories wholesale supplier.
- Providing customers with updates, catalogues and managing all complaints or queries.
- Providing support for all web enquiries and orders.
- Responsible for all client sales orders and invoicing.

Jun 2014 - Sep 2015

### Director

Bespoke Wedding Registry

- Day-to-day running of a small business.
- Liaising with suppliers, ordering products, and controlling stock levels.
- Managing service providers and a team of staff.
- Budget projections, forecasts, planning, and marketing.
- Sourcing of products and managing product offering.
- Responsible for monthly accounting and payroll.
- Managing the e-commerce website and all sales-related queries.

Sep 2012 - May 2014

### Showroom Manager

Design Team

- Managing the Cape Town showroom and retail space for a Pretoria-based company
- Managing the retail and sales staff.
- Marketing the brand in Cape Town and promoting product sales.
- Managing key clients and servicing their needs.
- Styling and product displays in the retail section.
- Managing contract projects.

## Education & Certifications



**Bachelor of Business Commerce**

UNISA



**Business Computing and Short Business Modules**

Varsity College



**Higher Diploma in Interior Design**

Design Time

