

Joyce de Bruin-Grobler

Virtual Assistant

I am results-driven, a great multitasker with high attention to detail, and I work great with deadlines. With more than 18 years of experience as a Personal and Virtual Assistant, no task is impossible.



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WORKING STYLE

Skills and Experience

Technical skills & Software tools

- MS Office & Google Workspace
- WordPress
- Canva
- YouTube, Facebook & Instagram
- Trello
- Calendly
- Xero & Pastel
- ChatGPT, Claude & Perplexity
- Otter & Read.ai
- Mailchimp
- WordPress, SquareSpace, Wix, Shopify & WooCommerce
- Vimeo & Filmora

Professional skills

- General Administration & Organisation
- Documents & Scheduling
- Email & Diary Management
- Travel Management & Bookings
- Proofreading
- Event Planning
- Project Management
- Customer Service
- Social Media Marketing

Industry Experience

- Administration & Support Services
- Advertising & Marketing
- Art & Design
- Business Management, Consulting & Coaching
- Charities & Social Services
- Customer Service
- Electronics & Technology
- Entertainment & Event Management
- Family & Parenting
- Fashion & Beauty
- Leisure & Recreation
- PR & Communications

Work Experience

Jun 2025 - Current

Virtual Assistant

Outsourcery

- Providing versatile support to UK businesses in administrative, financial, marketing, and customer service functions.

Jun 2024 - Dec 2024

Content Creator

Roelou

- Content Creation for Social media and multimedia.

Jan 2023 - Jun 2024

Business Administrator & Debtor and Creditors Clerk

Daisy (previously Pagetech)

- Responsible for client contract packs.
- All general office admin.
- Business generator.
- Main client interface & reception.
- Invoicing on BPO.
- Follow-up calls.
- Ordering Stock.
- Billing.

Jan 2020 - Current

Virtual Assistant

JD Creations Inc

- Website updating (WordPress, Squarespace, Wix, Thinkific).
- Client Support.
- Online IT support.
- Video Editing.
- Social Media Posting, Content Creation, Facebook group admin.
- Problem Solving.
- Email Automation setup.
- Creating online forms.
- Online Course Creation.

2016 -2017

Content Creator

Dirk de Bruin

- Creating content for SEO purposes for client websites.

May 2015 - Jun 2016

Virtual Assistant (VA), Client Support & Task Manager

Private Inc.

- Main client interface.
- Managing virtual assistants.
- Onboarding new clients.
- Wordpress site updates.
- Content Creation.

2006 - 2016

Personal Assistant

Keerweder II PTY(LTD)

- Make Appointments, Filter Phone calls.
- Payments of Bills and Staff, Year-end Book Keeping,
- Filing.

Education & Certifications



JavaScript, CSS & HTML Course

Code Academy



Short course in Graphic Design

University of Cape Town



Diploma in Fashion Design and Garment Construction

Elizabeth Galloway School of Design