

# 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