

RooCruit

ROXANNE

Virtual Executive Assistant & Operations Specialist

KwaZulu-Natal, South Africa

PROFESSIONAL SUMMARY

Dedicated Virtual Executive Assistant specializing in streamlining professional operations and enhancing productivity for high-level executives. Expertise includes complex calendar management, strategic social media marketing, and comprehensive administrative support. Proven track record of handling confidential information with discretion and executing multi-faceted projects across diverse industries.

KEY SKILLS

- Business Development
- Team Leadership & Building
- Lead Generation
- Graphic Design (Canva/Photoshop)
- Procurement & Vendor Relations
- Event Management
- Marketing & Social Media Strategy
- Recruitment Support
- Operations Management
- CRM & Data Entry

PROFESSIONAL EXPERIENCE

Virtual Executive Assistant

May 2023 - Present

Boutique Executive Support Agency

- Streamlines professional workflows for global clients.
- Manages precise calendar and email organization to optimize executive schedules.
- Oversees travel planning, strategic social media management, and event planning.
- Executes lead generation initiatives and provides specialized recruitment support.

Virtual Executive Assistant

Dec 2022 - Present

Professional Services Outsourcing Firm

- Directly manages CEO's schedule, high-priority correspondence, and complex administrative tasks.
- Executes social media marketing strategies, creating professional graphics using Adobe Photoshop and Canva.
- Provides comprehensive clerical support, ensuring accurate data entry and professional client/vendor communication.
- Recognized for exceptional multitasking and the ability to maintain strict confidentiality.

Professional Freelancer

May 2019 - Dec 2023

Global Freelance Platform

- Provided tailored administrative and specialized services to diverse international clients across multiple industries.
- Successfully secured project opportunities through strategic bidding and showcasing of technical qualifications.
- Maintained a strong reputation for reliability, meeting tight deadlines, and delivering high-quality results.

Administrative Specialist | Operations Manager

Sep 2017 - Apr 2019

Industrial Equipment & Services Company

- Led procurement initiatives as a Primary Buyer, negotiating high-value contracts and managing vendor relationships.
- Executed quality control processes in strict compliance with ISO standards.
- Managed core clerical functions including customer records, inventory management, and technical documentation using Microsoft Office.
- Utilized graphic design skills to develop company branding materials, brochures, and safety training videos.
- Proactively managed workplace safety hazards and organized sophisticated storage systems.

Sales consultant & Team Manager Roles

Jan 2016 - May 2017

Various Commercial & Non-Profit Organizations

- Held leadership roles including Sales Team Manager for prominent International NGOs.
- Drove fundraising initiatives and educational campaigns for global conservation and child welfare organizations.

EDUCATION

i-to-i TEFL

Level 5 – 420 Hour – Advanced Diploma, Teaching English as a Second Language

IT Academy

Information Technology Core (CompTIA A+, CompTIA N+, and CCNA Routing and Switching)

Camelot International

Diploma Advanced Beauty Therapy • Diploma Health & Skincare

The Academy of Beauty Therapy

Diploma Beauty Technology (International & Local Recognition)

Mandini Academy

Senior Certificate (Matric)

RooCruit – Connecting International Companies with South African Talent
