

RooCruit

ANE

Project Manager / Executive Assistant

Beaufort West, Western Cape, South Africa

PROFESSIONAL SUMMARY

Proven Project Manager and Executive Assistant skilled in project planning, timeline management, and efficient scheduling. Expertise includes logistics coordination, fostering team collaboration, and navigating the project lifecycle to achieve on-time success. Highly experienced in managing complex greenfield developments and familiar with Agile and Scrum methodologies.

KEY SKILLS

- **Project Management:** Planning, Timeline & Deadline Control, Risk Mitigation
- **Executive Support:** Calendar & Travel Management, Stakeholder Communication
- **Digital Marketing:** Social Media Strategy (LinkedIn, Meta, X), Canva Design
- **Financial Admin:** Invoicing, AP/AR, Collections, Expense Tracking
- **Tools:** Office 365, Google Workspace, Trello, Sage, Kajabi, WordPress
- **Operations:** Logistics, Inventory Management, Regulatory Compliance
- **CRM & Sales:** Lead Generation, Customer Onboarding, Relationship Management
- **Leadership:** Team Mentoring, Staff Appraisals, Workflow Optimization

PROFESSIONAL EXPERIENCE

Project Manager & Executive Assistant (Part-time)

2021 – Present

International Tourism & Conservation Development

- Spearheaded the comprehensive project lifecycle of a greenfield development in Morocco, managing planning and logistics for resource and material movement.
- Developed and implemented business plans while managing all stakeholder communications and project scheduling.
- Managed complex international logistics, including lion export permits, visa applications, and travel arrangements.
- Applied risk management methodologies to secure optimal geographical locations for project success.
- Designed marketing materials and brochures using Canva to support brand awareness.

Project Manager & EA to CFO (Contract)

Nov 2023 – Aug 2024

Professional Services & Consulting Firm

- Provided comprehensive administrative support to the CFO, including Google Calendar management and travel coordination.
- Managed internal/external communications across multiple groups and virtual assistant teams.
- Oversaw social media accounts and content creation via Kajabi, WordPress, and Canva.
- Tracked expenses and managed invoicing using Office 365 and Google Sheets.

Sales Administrator

Aug 2022 – Oct 2023

National Telecommunications Provider

- Executed sales activities, lead follow-ups, and customer onboarding utilizing Q-contact and Google Suite.
- Managed daily correspondence and inventory management for office operational efficiency.
- Collaborated with accounting departments to track payments and manage logistical planning via Google Maps.

Branch Manager

Feb 2021 – Oct 2021

Major National Retail Group

- Managed Finance, Staff, and Sales departments, driving business development and customer base growth.
- Oversaw the full sales cycle from prospecting to contract negotiation and closing.
- Conducted credit checks and risk assessments for loan applications.
- Reached cash targets for five consecutive months and significantly reduced bad debt.

Branch Manager

Nov 2019 – May 2020

Footwear & Apparel Retailer

- Directed operations across finance, stock management, and customer service enhancement.
- Led the sales cycle, conducted compliance audits, and performed staff appraisals.

Educator

Feb 2018 – Dec 2018

Secondary Educational Institution

- Taught Life Orientation for grades 8-12 and provided student mentorship.
- Managed progress monitoring and collaborative parent-teacher engagement.

EDUCATION

Bachelor of Human Movement Science & Recreation Science

University Institution (2012 – 2014)

CERTIFICATIONS

- Certificate in Virtual Assistant – Type Whiz (2023)
- TEFL 120-Hour Course (Teaching English as a Foreign Language) (2022)
- Executive Personal Assistant Certificate – Udemy (2022)

- Project Management Fundamentals – Alison.com
- Fitness Massage Therapy – ETA College (2016)

LANGUAGES

- English
- Afrikaans