



GWYNETH COETZEE

SENIOR EXECUTIVE ASSISTANT

TOOL PROFICIENCY

- **Microsoft Office:** Excel, Word, PowerPoint
- **Google:** Email, Drive
- **CRM Systems:** Office 365
- **Project Management Tools:** Asana, Monday.com
- **Design & Collaboration:** Canva, Google Drive/Gmail

FURTHER STUDIES

- Microsoft Power Platform
- LinkedIn Learning - Business Analysis Foundation:
 - Business Process Modelling
- LinkedIn Learning - Requirements Elicitation for Business Analysts



PROFILE

I bring a dynamic blend of practicality, determination, and reliability, paired with a deep passion for uncovering truths and a progressive, open-minded approach to problem-solving. With a strong foundation in detail-oriented work, I consistently achieve my goals while maintaining a stable and dependable presence in both personal and professional spheres.

My investigative nature and passion for exploring complex issues empower me to navigate challenges with resilience and resourcefulness, offering a unique advantage in various situations.



WORK EXPERIENCE

Tyck Limited | 2024 - Present

Account Manager / Lead Executive Assistant

Clients: LMRE, Mindset.AI, Dynelectro

- Led internal teams to ensure efficient operations and streamlined processes.
- Managed executive calendars, scheduled meetings, and coordinated complex travel logistics with precision.
- Organized and executed events, including venue bookings and logistical arrangements.
- Provided comprehensive administrative support, including research, recruitment, and project management.
- Facilitated seamless communication and coordination between internal teams and external partners.
- Compiled and presented weekly reports on key metrics, ensuring executives were informed and prepared for decision-making.

Marine Insurance | 2017 - 2022

Marine Underwriting & Account Management - Short Term Insurance (Commercial & Personal Lines)

- Managed a diverse portfolio with a focus on both commercial and personal insurance lines.
- Administered monthly reports, ensuring accuracy and timely distribution to stakeholders.
- Assisted in software development and program implementation related to insurance systems.
- Supported operational tasks and contributed to the training and development of team members.

Africa XP (Media 24) | 2016 - 2017

Production Manager

- Oversaw production processes, ensuring projects were completed on time and within budget.
- Coordinated with teams to deliver high-quality media content, meeting both client and company expectations.