



LAUREN JERLING

EXECUTIVE ASSISTANT



SOCIAL MEDIA PORTFOLIO

- Electra Mining Africa
- Machine Tools
- AOSH Expo | Fireexpo | Securex | FMExpo
- Propak | Frigair
- Safe Kids
- Bowwood Baby Clinic
- The Nanny Movement

SKILLS

- Excellent organisational skills
- Strong communication skills
- Creative
- Attention to detail
- Excellent time management
- Social media marketing

LANGUAGES

- English
- Afrikaans

EDUCATION

Matric / Grade 12
Vryburger High School 2001-2006
Deputy Head Girl
3 Distinctions



PROFILE

As a skilled professional with a strong administrative background, I bring a blend of organization, efficiency, and attention to detail. I excel in managing calendars, coordinating projects, and maintaining accurate records, ensuring smooth day-to-day operations. My strengths include handling data management, client communications, and providing exceptional administrative support. With excellent multitasking abilities and a focus on accuracy, I am an asset to any team, capable of managing multiple responsibilities in fast-paced environments while ensuring operational success and productivity.



WORK EXPERIENCE

Virtual Assistant | Tyck Limited

Dec 2024 - present

Clients: Valerie

- Inbox Management
- Calendar Management
- HR Tasks
- E-commerce tasks
- Data capturing
- Research

Virtual Recruiter | The Nanny Movement

Mar 2024 – Nov 2024

- Job Advertising: Create and post compelling job advertisements on various platforms to attract qualified candidates.
- Candidate Screening: Review resumes and applications to identify suitable candidates who meet the agency's criteria.
- Interview Coordination: Schedule and organize interviews between candidates and agency representatives or potential employers.
- Candidate Assessment: Conduct initial interviews to evaluate candidates' qualifications, experience, and suitability for nanny roles.
- Reference Checks: Verify references provided by candidates to ensure reliability and trustworthiness.
- Database Management: Maintain an updated database of potential nannies, including their skills, certifications, and availability.
- Compliance Assurance: Ensure candidates meet all legal and agency-specific requirements, such as background checks and certifications.
- Client-Candidate Matching: Match candidates with families based on specific needs, preferences, and qualifications.
- Communication: Act as a liaison between candidates and families.



Virtual Assistant | Safe Kids

Jan 2017 to current

- Client Bookings: Manage client bookings, coordinate appointments, send reminders, and handle invoicing.
- Email Management: Organize and respond to emails, prioritize tasks, and maintain client communication.
- Administrative Support: Perform data entry, file management, and maintain accurate records.
- Communication: Liaise with clients and team members to confirm appointments and ensure smooth operations.
- Content Creation: Create content for social media platforms and handle other marketing duties.
- Bookkeeping: Manage income and expenses.
- Diary Management: Schedule meetings, appointments, and events while avoiding conflicts.
- Visa Applications & Travel Arrangements: Handle travel and visa-related tasks.
- Event Management: Coordinate events effectively.
- Task Coordination: Manage multiple tasks, meet deadlines, and report progress to supervisors.
- Marketing Support: Assist with creating and scheduling social media content, newsletters, and promotional materials; track engagement.
- Internal Sales: Process invoices and dispatch them.
- Stock Management: Oversee the import/export of vaccines and inventory control.
- Virtual Assistant: Provide general support across administrative, marketing, and operational tasks.



Administration and Marketing | Huvepharma

Jan 2023 to 2024

- Diary Management: Efficiently managing calendars, scheduling meetings, appointments, and events, while ensuring no conflicts.
- Visa applications and travel arrangements
- Event Management
- Task Coordination: Managing multiple tasks, ensuring deadlines are met, and reporting progress to supervisors
- Marketing Support: Assisting with content creation for social media, newsletters, and promotional materials, including scheduling posts and tracking engagement.
- Internal Sales: Invoice processing and dispatching
- Stock management: Import and export of vaccines as well as inventory management

Marketing Manager | Ultimo

2017 - 2020

- Develop marketing strategies
- Manage public relations
- Oversee social media
- Ensure consistent brand messaging
- Plan and execute campaigns
- Conduct market research
- Build media & influencer relations
- Organize events
- Manage budgets
- Manage brand ambassadors
- Collaborate with sales and product teams
- Track and report performance metrics



Personal Assistant | TechnoPro

2009-2017

- Oversee daily operations
- Manage inventory and supply chain
- Optimize website performance
- Lead customer service
- Analyze sales and performance data
- Implement marketing strategies
- Coordinate with suppliers and vendors
- Set and monitor budgets
- Ensure quality control
- Manage and train staff
- Oversee order fulfillment
- Drive growth and profitability

