

LAUREN STILWELL

VIRTUAL ASSISTANT

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PERSONAL PROFILE

I am a virtual assistant based in northern Johannesburg. I support you with your online marketing, general administrative and basic bookkeeping needs. I have 20 years' experience in marketing and admin and have worked on a variety of projects for clients in different industries. I'm here to take control of the daily tasks that prevent you from focusing on other important responsibilities. I am thorough and take pride in what I do and treat your business as if it were my own.

[View my LinkedIn profile.](#)

PROFESSIONAL EXPERIENCE

- | | |
|--|--|
| Digital Marketing Consultant
Self-employed
Jul 2013 to present | <ul style="list-style-type: none">• Google AdWords advertising• Basic website development and maintenance - Wordpress• Content management• Writing and editing• Social media management• Project management |
| Operations Manager
TGR Software (Family Business)
Jul 2016-Dec 2019 | <ul style="list-style-type: none">• Drafting proposals and quotations• Basic bookkeeping (Sage One) and general admin• Website design and maintenance• Project management |
| Marketing Assistant
Citadel Investment Services
Jun 2007-Jul 2013 (On Contract)
Dec 1998-May 2007 (Permanent) | <ul style="list-style-type: none">• Email campaign management• Digital newsletter creation, editing, distribution• Print communication: Managing design & production of newsletters, brochures• CRM: Managing design & production of newsletters, brochures• Multi-media: Managing creation of videos and presentations• Event management |

SKILLS AND EXPERTISE

- Google Adwords and Google Analytics Certified
- Wordpress CMS
- Excellent writing and editing skills
- Project management
- Social media management
- Bookkeeping
- Administrative work

S O F T S K I L L S

- Strong planning and organisational skills
 - Excellent verbal communication skills
 - Work well under pressure
 - Detail-focused and methodical
 - Self-motivated
 - Friendly, positive, helpful personality
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S O C I A L M E D I A A N D S O F T W A R E

- Wordpress CMS
 - Google Docs, Google Adwords, Google Analytics
 - Google Data Studio
 - Twitter, LinkedIn, Facebook
 - Hootsuite
 - Canva
 - MS Office
 - Sage One Accounting
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C O U R S E S A N D C E R T I F I C A T I O N S

- Google Adwords Certification - August 2019
 - Google Analytics Certification - April 2019
 - Project Administration Certification - June 2011
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E D U C A T I O N

Tertiary Education

- BA Communications
- UNISA
- 1998

Secondary Education

- Matric
 - Fourways High School
 - 1995
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R E F E R E N C E S

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