



Administrative professional with strong organizational skills, attention to detail, and a proactive approach to supporting daily operations. Experienced in managing office workflows, coordinating team communication, and handling administrative tasks in fast-paced environments. Skilled in multitasking, problem-solving, and using tools like Microsoft Office and digital communication platforms. Known for professionalism, adaptability, and a willingness to learn. Seeking a long-term role in administration or operations where I can contribute to team efficiency and growth.

## WORK EXPERIENCE

### **Assistant Event Coordinator | U4ria Experiential | July 2024 - February 2025**

- Admin duties
- Activation/event preparation, setup, planning & execution
- Recordkeeping
- Scheduling
- Data entry
- Filing & documentation

### **Event Table Bookings Manager | PHola Party | November 2022 - January 2025**

- Table bookings enquiries (calls & texts)
- Table bookings admin
- Table allocation & accreditation
- Data entry

### **Assistant Talent Manager | Dithebe Holdings | November 2022 - March 2024**

- Admin
- Data entry
- Calendar Management
- Scheduling
- Talent management
- Client meetings
- Filing & Documentation
- Recordkeeping
- Client & talent liaising
- Invoicing
- Content planning
- Client negotiations

## RELEVANT SKILLS

- Management Skills (time & organizational)
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- MS Office Suite
- Problem Solving
- Google Workspace
- Coding

## EDUCATIONAL HISTORY

### **MATRIC CERTIFICATE**

**Parktown Boys' High School** | 2014 - 2018

Subjects chosen: Accounting, Business  
Studies & History

### **PUBLIC RELATIONS CERTIFICATE**

**Passed 2021** | Udemy

Topics covered: Media relations, Digital campaigns  
& Brand communication.