



# Luyanda Shandu

## CONTACT ME

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## EDUCATION

### BCOM General

University of the Witwatersrand

2020 - 2024

## SKILLS

Email Outreach	██████████
Calender Management	██████████
Customer Support	██████████
Administration	██████████
Project Management	██████████
Digital Marketing	██████████
Copywriting	██████████

## WORK EXPERIENCE

### Intro

My name is Luyanda ,I matriculated in 2017.From the year 2020 I started a business,offering my services to small and medium-sized businesses, working as a freelance Virtual Assistant. I managed to connect with my first client in 2021 and have worked with international companies offering my services remotely.I have worked with industries such as Real Estate, Marketing and SEO. Below I have listed the different companies I have worked with and the type of services I offered through my business.

### Waitress

#### Spur Kansas I Durban

Dec 2017 - Jan 2018

After the completion of my matric year, my first job was at Spur Kansas where I was a waitress and worked at the bar, making drinks.

### Virtual Assistant

#### SearchTides I United States

Feb 2021 - May 2021

Worked as a journalist outreach specialist and formed relationships with journalists via email outreach to get features on articles. The work involved price negotiations and relationship building. I got experience working on apps like, Slack and AirTable.

### Virtual Assistant

#### Vallon Consulting I United States

May 2021 - June 2021

Worked on calender management and administrative tasks. Worked with apps like Click-up and Google suites.

### Virtual Assistant

#### Zora Digital I United States

July 2021- Sept 2021

Worked on applying to new jobs and drafting job proposals to win new clients for the marketing agency.

### Virtual Assistant

#### Clever Real Estate I United States

October 2021 - Sept 2022

Worked on finding and compiling journalist leads. I got experience working with Slack, Muckrack and ANewsTip

### Maternity Leave

October 2022-May 2023

Decided to take leave for entire pregnancy.

### Ramsey Consulting | South Africa

August 2023 - Present

I am currently working as a Virtual Assistant with Ramsey Consulting and currently advacing my copywriting and Marketing skills.

## REFERENCES

### Kristen

PR Virtual Assistant, Clever Real Estate

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### Josh

Virtual Assistant, Ramsey Consulting

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