

Carmen Fernandez

Virtual Assistant

I am confident, polite, and well-organised with excellent communication skills. I pride myself on my administrative abilities and excel in multi-tasking and time management. I am personable and a good relationship builder.



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WORKING STYLE

Skills and Experience

Technical skills & Software tools

- MS Excel & MS Word
- Xero & Pastel
- Airtable
- Fixflo
- Wordpress
- Etsy
- Slack
- Facebook & Pinterest

Professional skills

- General Administration & Organisation
- Email & Diary Management
- Research & Data Capturing
- Bookkeeping
- Proofreading
- Travel Management & Booking
- Documents & Scheduling
- Property Administration & Management

Industry Experience

- Business Management & Consulting
- Coaching
- Property
- Administration & Support Services

Work Experience

Mar 2020 - Current

Virtual Assistant

Outsourcery

- Efficiently prepare and organise documents to support business operations.
- Manage filing and bookkeeping tasks to ensure accurate record-keeping.
- Capture data with great attention to detail for data integrity and accuracy.
- Coordinate online purchases and manage travel logistics, including research and planning.
- Maintain calendar and scheduled appointments efficiently.
- Conduct thorough research to support various projects.
- Manage invoices using Xero.
- Managed administrative aspects of property management, including processing invoices, maintaining accurate tenant records, and updating details across various platforms.
- Coordinated property maintenance requests and ensured timely resolutions, demonstrating strong organisational and problem-solving skills.
- Utilised software tools such as Fixflo and Airtable to streamline tenant detail management and ensure data accuracy.
- Liaised with tenants and property stakeholders to facilitate seamless communication and resolve inquiries efficiently.

Jan 2004 - Feb 2020

Executive Assistant

Fish Hoek Travel (Pty) Ltd

- Diary management.
- Correspondence.
- General office management.
- Bookkeeping.
- Petty Cash.

Jun 2003 - Dec 2003

Administrative Assistant

S Squared

- Bookkeeping.
- Correspondence.
- General office management.

Mar 2001 - May 2003

Secretary and Debtors Clerk

Progressive Administration Cape (Pty) Ltd

- Dictaphone typing.
- Organising travel arrangements.
- Reconciling debtors' books and attending to the recovery thereof.

Education & Certifications



Certificate in Paralegal Conveyancing (Level 1)

Igqwetha Training Academy



Credits towards a BCom Degree

University of Cape Town (UCT)

Client Reviews

Tia Azulay

Carmen Fernandez is a delight to work with. She is reliable, adaptable and willing to learn, and can pivot from one task to another without fuss. Always pleasant, she has a good sense of humour but retains professional at all times and helps me focus when I have too much on my plate. I highly recommend her.