

Zoe Ball

Virtual Assistant

My background is interior design, but I moved into sales, which led me to buying into an online wedding registry business. I then sold that to become a work from home mom, doing sales again and more recently admin for three different clients. An entrepreneur, a chef and managing two Airbnb properties.



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Skills and Experience

Technical skills & Software tools

- ➔ MS Office & G-suite

Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Documents & Scheduling
- ➔ Event Planning
- ➔ Recruitment
- ➔ Travel Management & Booking

Industry Experience

- ➔ Art & Design
- ➔ Entertainment & Event Management
- ➔ Sales
- ➔ Furniture & Interiors
- ➔ Charities & Social Services

Work Experience

Jun 2018 - Current

Virtual Assistant

Outsourcery

- ➔ Personal administrative tasks.
- ➔ Email management.
- ➔ Diary management.

Oct 2015 - Nov 2017

Sales and Distribution Manager

Veldt Design

- ➔ Primary sales function for a homeware, bag, and accessories wholesale supplier.
- ➔ Providing customers with updates, catalogues and managing all complaints or queries.
- ➔ Providing support for all web enquiries and orders.
- ➔ Responsible for all client sales orders and invoicing.

Jun 2014 - Sep 2015

Director

Bespoke Wedding Registry

- ➔ Day-to-day running of a small business.
- ➔ Liaising with suppliers, ordering products, and controlling stock levels.
- ➔ Managing service providers and a team of staff.
- ➔ Budget projections, forecasts, planning, and marketing.
- ➔ Sourcing of products and managing product offering.
- ➔ Responsible for monthly accounting and payroll.
- ➔ Managing the e-commerce website and all sales-related queries.

Sep 2012 - May 2014

Showroom Manager

Design Team

- ➔ Managing the Cape Town showroom and retail space for a Pretoria-based company
- ➔ Managing the retail and sales staff.
- ➔ Marketing the brand in Cape Town and promoting product sales.
- ➔ Managing key clients and servicing their needs.
- ➔ Styling and product displays in the retail section.
- ➔ Managing contract projects.

Education & Certifications



Bachelor of Business Commerce

UNISA



Business Computing and Short Business Modules

Varsity College



Higher Diploma in Interior Design

Design Time

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