

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

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| <p>Technical skills & Software tools</p> <ul style="list-style-type: none"> → MS Office & G-suite | <p>Professional skills</p> <ul style="list-style-type: none"> → General Administration & Organisation → Email & Diary Management → Documents & Scheduling → Event Planning → Recruitment → Travel Management & Booking | <p>Industry Experience</p> <ul style="list-style-type: none"> → Art & Design → Entertainment & Event Management → Sales → Furniture & Interiors → Charities & Social Services |
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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

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| <p>Bachelor of Business Commerce UNISA</p> | <p>Business Computing and Short Business Modules Varsity College</p> | <p>Higher Diploma in Interior Design Design Time</p> |
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