

Danielle George

Virtual Assistant

I am an energetic, proactive, and dedicated professional with experience in recruiting, finance, personal assistance, administration, and training. I have a strong track record in accounts payable coordination and recruitment, and I've spent the last 5½ years working as a virtual assistant, bringing a wide range of skills and experience to every role I undertake.



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Skills and Experience

Technical skills & Software tools

- MS Office & Google Workspace
- Reapit
- Alto
- Xerio
- Upfolio
- Inventory Hub
- Hubspot

Professional skills

- General Administration & Organisation
- Sourcing
- Recruitment
- Process Account Management
- Customer Service
- Problem Solving
- Property Management & Administration
- Financial Assistance & Accounts Payable
- Task Planning, Scheduling & Coordination
- Compliance

Industry Experience

- Property
- Administration & Support Services
- PR & Communications
- Manufacturing

Work Experience

Jun 2025 - Present

Virtual Assistant

Outsourcery

- Providing tailored virtual assistance to businesses in the UK markets.

Oct 2023 - Jun 2025

Property Manager & Virtual Assistant

Intraurban Property Maintenance

- Manage a portfolio of 250 properties.
- Assist companies with maintenance tasks for esteemed property agencies in the UK.
- Stand-in Operations Manager when required.
- Assist with administrative tasks.
- First point of contact for clients and tenants.

Jun 2022 - Aug 2023

Property Manager & Virtual Assistant

DGV Investments

- Responsible for all administrative tasks for the director.
- Diary and calendar management for the Director.
- Property manager for all the company's Airbnb properties.
- Property maintenance, including conducting routine inspections.
- Administration and communication.
- Financial responsibilities including setting rates for properties, bills, and utilities.
- Bank reconciliation on Appfolio.

Jan 2020 - Mar 2022

Recruitment Consultant & Virtual assistant

Moin Hardware

- Recruitment, including interviews and the full hiring process.
- Manage full-cycle accounts payable, including receiving, processing, and verifying 12000+ invoices per month, averaging R45 million.
- Reconcile processed invoices to ensure 100% accuracy by verifying entries and comparing system reports to balances.
- Distribute payments to vendors, monitor discount opportunities, and resolve discrepancies in purchase orders, invoices, and payments.

Jan 2018 - Dec 2019

Campaign Coordinator

Purple Rocket

- Manage the company's digital presence on websites, blogs, and social channels.
- Compiling promotional materials and programs, and assisting with event planning.
- Manage customer relationships.
- First point of contact for consumer feedback.
- Research and analyse competitors.
- Provide administrative support to the marketing team.
- Plan and implement marketing and advertising campaigns.
- Tracking of sales data.


Jan 2014 - Dec 2017

Aupair

Aupaircare


- Maintain an effective balance in schedules.
- Apply positive behavioural management techniques.
- Enforce rules and manage behaviour through developmentally appropriate discipline.
- Monitor children's play activities to verify safety.
- Personal assistant tasks including shopping for food and supplies

Education & Certifications




LL.B in Criminal Law


University of South Africa




Certificate in Airbnb Property Management



Certificate in Microsoft Office



Higher Certificate in Adult Basic Education

 Outsourcery™

Contact us

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Resources

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