

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

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> → MS Office & Google Workspace → Reapit → Alto → Xerio → Upfolio → Inventory Hub → Hubspot 	<p>Professional skills</p> <ul style="list-style-type: none"> → General Administration & Organisation → Sourcing → Recruitment → Process Account Management → Customer Service → Problem Solving → Property Management & Administration → Financial Assistance & Accounts Payable → Task Planning, Scheduling & Coordination → Compliance 	<p>Industry Experience</p> <ul style="list-style-type: none"> → Property → Administration & Support Services → PR & Communications → Manufacturing
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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

 <p>LLB in Criminal Law University of South Africa</p>	 <p>Certificate in Airbnb Property Management</p>	 <p>Certificate in Microsoft Office</p>	 <p>Higher Certificate in Adult Basic Education</p>
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