

Nicole Struwig

Virtual Assistant

I strive to be an organised and proactive individual with a strong background in administration. I possess excellent communication and interpersonal skills, enabling effective client interactions and team collaborations. I am highly proficient in essential computer programs, ensuring accuracy and efficiency. I seek to work independently and commit to delivering high-quality results in the best way possible.



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Skills and Experience

Technical skills & Software tools

- ➔ Microsoft Office & G-Suite
- ➔ CRM Systems
- ➔ Asana, Monday.com & ClickUp
- ➔ Lightstone & TPN
- ➔ Social Media

Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Property Portfolio Management
- ➔ Tenant Relations
- ➔ Property Maintenance
- ➔ Sales
- ➔ System Implementation

Industry Experience

- ➔ Property
- ➔ Furniture & Interiors
- ➔ Hospitality

Work Experience

June 2025 - Present

Virtual Assistant

Outsourcery

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

Jan 2022 - Sep 2024

Administrator and Maintenance Assistant

Mountain Estates

- ➔ Front desk administration.
- ➔ Client liaison.
- ➔ Month-end administration.
- ➔ Rental applications and the renewal of lease agreements.
- ➔ Training of new agents.
- ➔ Managing maintenance and booking appointments for the maintenance team.

Feb 2021 - Dec 2021

Property Consultant

My Roof

- ➔ Administration duties.
- ➔ Managing runners' schedules.
- ➔ Booking appointments for runners.
- ➔ Managing incoming calls on the switchboard, cold calling, and live chat.

Sep 2019 - July 2020

Administrative Supervisor

Double Click Factory

- ➔ General administration for the factory's day-to-day running.
- ➔ Petty cash, payments for suppliers, casual staff payments, and salaries.
- ➔ Back office administration for the stores associated with the factory.

Oct 2016 - Sep 2019

Personal Assistant

San-Karin Jacobs

- ➔ Managing property listings.
- ➔ Liaising with clients and the office.
- ➔ Competing Offers To Purchase.
- ➔ Credit checks.
- ➔ Email management.
- ➔ CRM packets for new potential clients.
- ➔ Personal errands.

Jan 2016 - May 2016

Waitress

Mikes Kitchen Mayville

- ➔ Performing duties assigned around the restaurant, including ensuring the restaurant is neat and clean.
- ➔ Assisting customers with their orders.
- ➔ Upselling specials to clients.

Education & Certifications



Grade 12 High School Diploma

