



Marlene Leonard

Curriculum Vitae (CV)

What job i'm looking for? My positive points

With over 10 years of experience in office administration, personal assistance, virtual assistance, and sales, I am confident that my diverse skill set and strong work ethic would be a valuable asset to your team.

Throughout my career, I have had the privilege of developing my skills in various administrative roles, where I developed a keen eye for detail and the ability to manage multiple tasks simultaneously. My experience spans across managing client communications, handling office operations, supporting sales teams, and working with platforms such as Google Spreadsheets, WordPress, and Xero. I have always taken a proactive approach to my work , ensuring deadlines are met and tasks are completed efficiently.

Having tailored the courses I've taken and the experiences I've gained, I have been able to refine my skills in a way that enables me to thrive in a fast-paced and dynamic enviroments.

I am not married with no children, providing me with the flexibility to work varied hours to meet the needs of the role.

As I am looking for a stable and secure opportunity, I would appreciate the chance to contribute to your team and grow alongside your company.

Preferred occupation	Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1989-12-20 (36 years old)
Gender	Female
Residential location	Cape Winelands Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2024.07 iki 2025.07**

Company name KMC Agri Solutions

You were working at: Other jobs

Occupation Administrative Assistant (Temporary)

What you did at this job position? Organized and maintained company records. Provided comprehensive administrative support to management. Handled incoming telephone calls with professionalism. Managed email correspondence. Processed and allocated customer payments accurately.

Working period **nuo 2021.09 iki dabar**

Company name AmpTek

You were working at: Other jobs

Occupation Sales and Administrative Coordinator

What you did at this job position? Conducted virtual sales. Captured and managed data efficiently using Google Spreadsheets. Executed social media marketing strategies. Managed incoming and outgoing phone calls. Composed, answered and managed professional correspondence via email. Maintained and updated the company website using WordPress. Assisted with Google Analytics. Managed and analyzed email marketing campaigns using Mailchimp. Supported the finance department by processing quotes and invoices accurately using Xero.

Education

Educational period **nuo 2004.01 iki 2008.12**

Degree Grade 12 / Matric

Educational institution Labori High School

Educational qualification Grade 12 / Matric

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	good	good	good

Computer knowledge

Microsoft Office

Xero

Additional information

Your hobbies Reading
Riding bicycle
Love spending quality time with my loved ones

Driver licenses B Light Vehicle ≤ 3,500kg

Salary you wish 12000 R per month

How much do you earn now

8000 R per month