

ODETTE SCHABORT

VIRTUAL ASSISTANT & DIGITAL CREATOR

WORK EXPERIENCE

VIRTUAL ASSISTANT & DIGITAL CREATOR

OS Digital | May 2018 -present

- Online course creation & management (Wordpress);
- Podcast management (Audacity & Libsyn)
- Graphics creation for all social media platforms using Canva, Illustrator and Adobe XD;
- Creation & implementation of product/ service launch;
- Creation & implementation of marketing funnels & automations;
- Social media management (Instagram, Facebook, Pinterest)
- Social media scheduling (Buffer, Planoly, Stories Edit)
- Content creation & strategy for various platforms;
- Video editing (Premier Pro & Camtasia)
- Copy writing;
- Assisting clients with email marketing (ConvertKit & Active Campaign);
- Web Design and management;
- Task management using Trello & Asana
- Book flights, accommodation as well as arrange travel documents for clients;
- Design and created brochures, business cards and user manuals for clients using Canva and InDesign;

PERSONAL ASSISTANT & SOCIAL MEDIA MANAGER

LIONEL SMIT STUDIO | 2014 - 2018

- Create media content for marketing using Adobe Suite (Photoshop, Premier Pro (video editing), In-Design);
- Manage and grow all social media accounts (Instagram, Facebook, Pinterest, Twitter);
- Responsible for all email marketing;
- Website development & management;
- Arrange exhibitions and events held at Lionel Smit Studio and other international art galleries;
- Book flights, accommodation as well as arrange travel documents;
- Manage art inventory through "Art Galleria" and "Gallery Manger";
- Arrange all local and international art deliveries;
- Daily interaction with various local and international galleries (i.e Everard Read Gallery Int)
- Manage kitchen stock for the studio
- Maintain the filing system;
- Organise and re-arrange dropbox and google drives;

MY BACKGROUND

I am a passionate and hard working individual with skills in design, podcast management and digital creating. I have a passion for design and love helping clients reach their goals through assisting with tasks that allows them to focus on what they really enjoy doing.

PROFESSIONAL SKILLS

Skills:

Online course creation, Design, Project Management, Marketing Funnels & Automations, Video Editing, Podcast Management, Social Media Management, Email Management, Communication, Web Design, Media Creation

Software:

Google Suite, Photoshop, Illustrator, Adobe XD, InDesign, Wordpress, Squarespace, Canva, Slack, Asana, Tailwind, Buffer, Active Campaign, Click Funnels, Lead Pages, Mailchimp, Hootsuite, Wavve, Audacity, Libsyn, Trello, Kapwing, iMovie, Clips, Premier Pro, Camtasia



REACH ME AT:

Mobile: +27 (0) 83 792 9288

Email: odettesdigital@gmail.com

Website: www.osdigital.co.za



TESTIMONIALS

Suzanne Adams **Ignite & Expand**

Odette created a 12 month membership program for our business as well as an online course for this program. She had very little guidance and took initiative in design and we were very impressed with the end product. I would highly recommend using Odette if you ever need a course or membership program built & managed.

Sasha - Owner at Canada's Virtual Assistant

Odette was very fast and accurate with the project she was working on for me. I would recommend her if you need fast, professional and accurate VA services.

Victoria Marcouillier - BrandWell Marketing

Odette was wonderful to work with. She was always available when I needed to speak with her and replied to emails promptly. She created some graphics for my Instagram account and followed instructions very well. She is talented, kind, and a great freelancer to work with! Highly recommend.

Minihaha Garande - Lux By Mini Wedding Planner

A huge thank you to Odette for helping me set up my opt-in project. I didn't know where to start but she helped me get started and I was impressed with her level of professionalism and communication despite living in different time zones. If you want to save yourself some time, I highly recommend her as a dedicated virtual assistant

EDUCATION BACKGROUND

University of South Africa **BA Degree in Communication Science**

Virtual Assistant Internship (Jan 2019) - 90 Day VA

Virtual Assistant, Social Media and Project Management

I attended this extensive Virtual Assistant, Social Media Management and Project Management course where I learnt all about online administration, project management and social media management and creation.

UDEMY Certificates

SHORT COURSES

- Project Management
- Online Course Creation
- Complete Digital Marketing
- Search Engine Optimisation
- Photoshop: Beginner to Expert
- Social Media Management

High School Diploma

Parel Vallei High School, 2014 Graduate

PROJECTS & ACHIEVEMENTS

- International and local art exhibition media creation & PR;
- Course & membership sites creation;

VOLUNTEER EXPERIENCE

Creative Director & Service Producer

Hillsong Church Cape Town (Jan 2017- Present)

- Lead production/ creative staff on Sundays and Thursdays (50+ People);
- Direct all creative elements for services and events held by Hillsong Church Cape Town;
- Organise and lead the Creative Team meetings on Thursdays (70+ People)

Media & Admin

Worship Warehouse - NPO, May - Nov 2018 (British Virgin Islands)

- Events manager;
- Administration;
- Community work with organisations; including YEP (Youth Education Program of the BVI);
- Church planting associate;
- Bookkeeping;