



Liesel Korb

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 25 years' experience as an Executive Assistant across a range of industries. This has provided a unique skill set not only, in the organising of office systems and workflow, arranging functions, meetings, conferences and complex travel, but also in the significant role of personal affairs management. I have refined my ability to focus on efficiently integrating my manager's private and personal life with the demands of the organisational environment, I have the ability to work autonomously as well as part of a team. The maturity developed over the years has left me with professional gatekeeping and negotiating skills whilst maintaining discretion.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1968-11-10 (56 years old)
Gender	Female
Residential location	Cape Town 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 2022.07 iki dabar
Company name	Nutec Digital Ink
You were working at:	Personal assistant
Occupation	Executive Assistant to Directors

Working period **nuo 2018.06 iki 2022.05**
 Company name Jeffart Signs
 You were working at: Personal assistant
 Occupation Executive Assistant to Directors
 What you did at this job position? This position required: □ Expert level communication □ Strategic multitasking across a range of requirements □ Proactivity and anticipation of needs □ Proficient prioritisation and analytical skills □ Resourcefulness and creative problem solving □ Exceptional organisation skill and the ability to adapt □ The efficient management of time and calendars - Integration of manager's private and personal affairs with organisational demands

Working period **nuo 2008.09 iki 2018.05**
 Company name Louis Karol Architects
 You were working at: Personal assistant
 Occupation Executive Assistant to the President and CEO
 What you did at this job position? It was imperative to embrace the following in this position: □ Big picture thinking □ Ironclad discretion □ EQ in demanding situations □ The ability to work autonomously □ Availability in out-of-the-norm circumstances □ A conscientious mindset □ Complex travel arrangements

Working period **nuo 2005.10 iki 2008.02**
 Company name Du Plessis & Partners Attorneys
 You were working at: Personal assistant
 Occupation Practice Manager
 What you did at this job position? As Office Manager this position required: □ Management of systems and procedures □ Effective facilitation in conflict mediation □ Basic HR functions and staff collaboration □ Varied event planning □ Client liaison

Working period **nuo 1998.01 iki 1999.03**
 Company name Freeplay Energy Africa
 You were working at: Personal assistant
 Occupation Personal Assistant to Managing Director
 What you did at this job position? Varied office administration functions inter alia but not limited to: □ Maintaining of database and systems procedures □ Coordination of meetings and collaboration of documents required □ Management of contingency of staff □ Complex reporting

Working period **nuo 1996.05 iki 1997.12**
 Company name M& L Distributors (PTY) LTD
 You were working at: Personal assistant
 Occupation Executive Assistant to Executive Chairman
 What you did at this job position? The position required: Expert level communication with overseas principals as well as local consumers Complex travel arrangements Management of contingent of staff High standard of performance Deadline driven mindset

Working period **nuo 1995.03 iki 1996.04**
 Company name Struik Christian Books
 You were working at: Personal assistant
 Occupation Personal Assistant to Managing Director
 What you did at this job position? Extensive client liaison Collaboration of sales and marketing reports Meeting co-ordination; internal and external Co-ordination of promotions Liaison with press and media

Working period **nuo 1992.02 iki 1995.03**
 Company name Cape Medical Plan
 You were working at: Personal assistant
 Occupation Personal Assistant to Managing Director
 What you did at this job position? PA to the Managing Director as well as the Operations Manager and Internal Auditor: Maintaining office administration procedures Board meeting collaborations Co-ordination of conferences and seminars

Education

Educational period **nuo 1987.01 iki 1989.12**
 Degree Diploma
 Educational institution Technikon Orange Free State
 Educational qualification Executive Secretary

Educational period **nuo 1982.01 iki 1986.12**
 Degree Grade 12 / Matric
 Educational institution Ladybrand Secondary School
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft office (Excel, Powerpoint, Word, Outlook, Teams)

Conferences, seminars

Executive Live Conference - Cape Town, April 2023

Competitions:

- SA Finalist as PA of the Year 2021 (for PAFSA)
- SA Finalist as PA of the Year 2023 (for PANSA)

Published Author of the book: Lady in a Corner (Published by Olympia Publishers in London)

Recommendations

Contact person	Catherine Cameron
Occupation	Human Resources
Company	Nutec Digital Ink
Telephone number	0826721436
Email address	catherine.cameron@nutecdigital.com

Contact person	Robert Silke
Occupation	Architect
Company	Robert Silke & Partners
Telephone number	0824698127

Additional information

Your hobbies	Reading, Cooking, Interior Decorating, Writing.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1986-12-00 (38 years)
How much do you earn now	R53000 R per month