



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.07 iki dabar</b>
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 PANSAs)

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 (37 years)
How much do you earn now	R53000 R per month