

# Teresa Bowles

ADMINISTRATIVE ASSISTANT / SALES REP / PROPERTY MANAGER

## ABOUT ME

**Executive Administrative Assistant /Property Manager /Sales Rep.**

Bilingual Executive assistant, customer service professional with proven results in management admin tasks and of sales products and housing developments. Proficient assistant with a proven track record of supporting senior business in the management of leading corporate organizations. Recent experience in design and digital marketing.

## CONTACT



(071) 004-9267



tessbowles@gmail.com



Gonubie, East London

## EDUCATION

MATRIC/ CLARENDON HIGH SCHOOL FOR GIRLS.

## SKILLS

EFFECTIVE LEADERSHIP & MANAGEMENT

STRONG COMMUNICATION/LISTENING

NEGOTIATION & PERSUASION

ABILITY TO WORK UNDER PRESSURE

PROBLEM SOLVING/TEAMWORK

## CERTIFICATION

1. CERTIFICATION / 2018 TEFL /EL LANGUAGE INSTITUTE-DISTINCTION
2. CERTIFICATION/ 2016 FINANCIAL SURVEILANCE- 81%
3. CERTIFICATION / 2016 ANTI MONEY LAUNDRING - 95%

## PROFESSIONAL EXPERIENCE

Dec 2015 – Feb 2017

**BANKING CONSULTANT /Bidvest Bank / East London (Left for better opportunities)**

- Maintain utmost discretion when dealing with sensitive topics
- Maintaining high levels of customer satisfaction.
- Achieving monthly sales targets.
- Delivering outstanding customer experience.
- Dealing with bank accounts and foreign clientele.
- Following strict banking procedures and verification processes.

Feb 2017- May 2017

**ADMIN/ INTERNAL SALES/KLINT SCALES / East London/ ( 3 month temp position)**

- Create quotations & invoices
- Process orders via email or phone.
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answer queries.
- Liaise with the Logistics department to ensure timely deliveries.
- Maintain and update sales and customer records.

May 2017- Oct 2018

**NATIONAL RESIDENTIAL PROPERTY FACILITATOR / Trueprop/ East London  
(Left to be a SAHM)**

- Advertising and filling vacancies, negotiating and enforcing leases and maintaining and securing premises.
- Attract tenants, obtain referrals and show houses of units.
- Maintain property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and liaising with construction for repairs.
- Securing property by maintaining high standards of security systems and responding to tenant emergencies.
- Preparing monthly and weekly reports by collecting, analyzing and summarizing data trends
- Accomplishing organizational goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

Oct 2018- Present

**ONLINE TEACHER / *International***

- Can successfully handle small and large classes
- Extremely computer and Internet literate
- Excellent communication and customer service skills
- Dedicated to providing the most comprehensive and accessible classes possible
- Exceptional analytical and problem-solving skills
- Reliable teacher who is always there for students

January 2023

**Executive PA/ Masambe movements/ East London**

- Answering customer questions, providing information, taking and processing orders and addressing complaints.
- Answering phone calls and calling customers and vendors to follow up on appointments and deliveries.
- Compiling, maintaining and updating company records
- Managing office inventory and working with vendors to ensure the regular supply of office materials.
- Setting up appointments, scheduling meetings, distributing reports and managing the correspondence between the office and external bodies.
- Compiling and maintaining records of office business transactions.
- Manage complex diaries, meetings and travel

- Prioritise appointments and handle last minute changes
- Prepare agendas, presentations, and reports
- Follow up to ensure deadlines are met
- Streamline workflows and improve office efficiency
- Handle sensitive information with absolute trust
- Excellent organization and time management
- Record keeping of new appointments and terminations.
- Filing of documentation

## REFERENCES

1. Bidvest – Reference letter attached
2. Trueprop – Warren Knott 0836620132
3. Trueprop – Tanen Introna -0840710527
4. Masambe movements – Kelly - 0786442595