



KAITLYNN DU PLOOY

PA / Executive Assistant

PROFILE

Dynamic and detail-driven Executive Assistant with 5+ years of experience supporting executives, entrepreneurs, SMEs, and property operations. Skilled in administrative management, tenant and property coordination, calendar and inbox management, travel planning, document preparation, visual design, and marketing execution.

Experienced in managing rental properties, drafting and handling lease agreements, coordinating tenant communication, resolving issues professionally, and ensuring compliance and smooth tenancy processes.

Highly proficient in Canva (expert level) and Adobe Photoshop, creating professional content, branding materials, reports, marketing collateral, and digital assets.

Known for being proactive, organized, adaptable, and efficient with a strong ability to anticipate needs and support strategic and operational priorities.

CONTACT

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DRIVERS: -
Code: 08

EDUCATION

- Diploma in Business Administration – Allison (2025)
- Executive Assistant Mastery – Allison (2025)
- Microsoft 365 Fundamentals (MS-900) – Microsoft Learn (2021)
- Azure Fundamentals – Microsoft Learn (2021)
- Digital Marketing & Social Media Management – Lectera (2021)
- 120-Hour Advanced Teaching Certificate – Fullcircle (2019)
- Bachelor Pass (IEB) – Curro Hillcrest High School (2017)

WORK EXPERIENCE

March 2025 – Current:

Executive Assistant / WBA Trading South Africa

- Managed property and rental operations for the company's Airbnb accommodation.
- Handled guest bookings and calendar management using Airbnb Host Dashboard and Booking.com Partner Center.
- Drafted and executed lease agreements, ensuring clear terms and compliance.
- Acted as primary point of contact for tenants and guests, resolving issues promptly.
- Designed marketing and listing updates using Canva (expert level) to improve visibility and occupancy.
- Edited property and promotional images in Adobe Photoshop to enhance presentation.
- Coordinated full family and business travel itineraries, including flights, accommodation, activities, and day-to-day schedules.
- Maintained inventory, contractor scheduling, and maintenance tracking to ensure property readiness.

Feb 2023 – Oct 2024:

Executive Assistant / Sky Cars

- Delivered comprehensive executive support including calendar, inbox, travel and communication management.
- Coordinated marketing initiatives and online campaigns, boosting visibility and sales.
- Managed property rentals associated with company holdings, including tenant relations and rental processing.
- Drafted and maintained lease agreements and ensured accurate document handling.
- Prepared payroll and implemented filing and organizational systems.

Hobbies:-

Gym
Swimming
Journaling

Aug 2022 – Feb 2023:

Executive Assistant & Amp: PA / Hintotex CC

- Managed executive calendars, meetings and travel logistics.
- Oversaw client and stakeholder communications.
- Streamlined invoicing, logistics and administrative workflows.
- Maintained financial and business records to support leadership.

March 2021 – Aug 2022:

Senior Phase Head & HOD (Remote) | SEAT Academy South Africa

- Managed remote teaching operations, reporting and scheduling.
- Developed digital learning materials and communication structures.
- Handled queries and conflict resolution with professionalism.

2020 – 2021:

Manager | Indigo Earth

- Managed daily business operations, including finances and staff.
- Oversaw social media and visual branding content.
- Enhanced customer experience and operational workflow.

2018 – 2019:

Online English Tutor | Freelance

- Delivered structured remote lessons to international students.
- Adapted teaching strategies to meet diverse needs.

SKILLS

- Canva (Expert – AI)
- Adobe Photoshop
- Microsoft 365 Suite
- Google Workspace
- Monday.com, Trello, Asana, ClickUp
- HubSpot, Zoho, Salesforce

REFERENCES

Due to POPIA this will be available upon request.