

For more information and a video introduction to myself, visit my website: www.quintincoetzee.com
Reach me: contact@quintincoetzee.com • www.linkedin.com/in/quintincoetzee

RÉSUMÉ SUMMARY

- 6+ years of full-time experience in human resources, operations, and general administration.
- Master of Business Science graduate.
- Volunteer experience with numerous community organizations.

PROFESSIONAL EXPERIENCE

HR/Operations Coordinator

Jun 2022 – Present

samdesk

- Fulfilling the HR function at the company, inclusive of hiring, onboarding, and building policies, procedures, and a great culture for all our samsters.
- Supporting my team with a variety of operations-related responsibilities.

Administrative Coordinator & Executive Assistant

Mar 2021 – May 2022

Sunset Candles

- Supported two business owners with a wide range of administrative and executive assistance duties.
- Drafted official documents and communicated via email and telephonically on behalf of the owners.
- Conducted research and compiled reports for budgets, business performance, and client satisfaction.
- Engaged with company stakeholders and acted as a spokesperson for the business.

Executive Assistant to the President & Marketing Assistant

Aug 2017 – Jan 2021

Relocation Africa Group

- Provided executive assistance to the President; managing their calendar, screening calls and emails, serving as gatekeeper, booking international travel, and processing expense claims.
- Drafted sensitive, official correspondence on behalf of the President.
- Managed the daily marketing functions, reporting directly to the company's senior management.
- Assisted HR with recruitment, onboarding, staff training both in-house and remotely, and organizing staff and cultural events. Also assisted with POPI and EGQS compliance audits.
- Engaged with stakeholders to further business objectives. Developed relationships with, among others, government officials, the media, and legal partners.
- Performed business communications duties, acting as a point of contact for queries.

Junior Campaign Manager

Nov 2016 – May 2017

Hitch Digital

- Provided operational support for projects, acting as a contact for clients.
- Bought programmatic online advertisements, and tracked and optimized campaigns.
- Analysed data and extracted insights for client reports and future campaigns.

VOLUNTEER EXPERIENCE

Web Manager

Mar 2021 – Apr 2022

Web Coordinator

Sep 2019 – Feb 2021

The International Social Marketing Association (iSMA)

- Responsible for all web-related matters for the association.
- Management and reviewing of volunteer web work across the main website and social media.
- Development of communications strategy with the iSMA Board of Directors.

Fibre Community Organiser

Aug 2017 – Jan 2019

Vumatel

- Worked with the Business Development Manager to attract interest in a large residential area.
- Managed a dedicated fibre community webpage, and answered residents' questions at town halls.

Lead: Communications Hub

Jan 2016 – Dec 2016

The Marketing Association of South Africa

- Organized workshops, campus visits, and Student Engage sessions.
- Developed strategies aimed at growing MASA's student membership.
- Contributed to MASA's social media presence and corporate partnerships planning.

EDUCATION

Master of Business Science Degree

Graduated Dec 2019

The University of Cape Town

Honours Degree in Commerce

Graduated Dec 2016

The Independent Institute of Education