

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

### **Operations/HR Coordinator**

**Jun 2022 – Present**

samdesk

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

### **Administrative Co-ordinator & 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