

Natacia Gwebu Curriculum Vitae

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Profile

A highly accomplished Personal Assistant with over five years of experience providing high-level support to executives, managing complex administrative tasks, and coordinating large-scale projects and events. Proven ability to streamline processes, enhance productivity, and maintain utmost confidentiality. Demonstrates strong organizational, interpersonal, and problem-solving skills to ensure alignment with strategic objectives and seamless daily operations.

Work Experience

Program Assistant

Feb 2019 - November

2024 (remote)

ygap South Africa, an international non-profit accelerator

- Oversight of program implementation, including co-organizing ygap South Africa accelerators nationally.
- Support project work planning, monitoring project performance, and assisting in training candidates.
- Manage programme budgets, stakeholder relationships, and reporting on entrepreneur progress.
- Conduct site visits, review grant applications, and screen candidates for program inclusion.
- Provide strategic guidance to entrepreneurs and coordinate with project partners for successful execution.
- Facilitate data recording and impact monitoring through reports, interviews, and evaluations.
- Recruited 75 entrepreneurs to participate in a Business Model Canvas Training, enhancing program impact.
- Collaborate with M&E Assistants and Senior Coordinators to ensure successful project interventions.

Achievements

- Coordinated multiple projects with budgets of up to R350,000, benefiting over 75 entrepreneurs in underserved communities.
- Successfully implemented M&E tools that improved program structuring and reporting efficiency by 30%.

Office Assistant

January 2018 – January 2019

Atossa, Johannesburg

- Supported the CEO in travel, and project coordination.
- Liaised with clients and partners, ensuring clear communication and timely reporting.
- Assisted in organizing major events, managing travel logistics, and preparing reports.
- Created and maintained a streamlined filing system, improving office efficiency and data retrieval
- Managed CEO's diary and scheduled meetings
- Managed office operations, including telecommunication systems, scheduling, and invoicing.

Achievements

- Developed a filing system that reduced data retrieval time by 50%, supporting improved office efficiency and organization

- Scheduled and coordinated over 30 client meetings, ensuring all logistics were meticulously handled, resulting in positive feedback and strengthened client relationships.

Co-Founder

March 2015 – March 2018

Rapid Growth Events, Johannesburg

- Acquired clients and managed end-to-end logistics for corporate and social events.
- Increased customer base by 70% through strategic client management and operational efficiency.
- Planned and executed successful events, ensuring service delivery aligned with client expectations.

Achievements

- Acquired corporate and social clients, expanding the customer base by 70% through targeted sales strategies.
- Successfully managed logistics for high-profile events, consistently achieving a 95% customer satisfaction rate and securing repeat clients through superior service delivery.

Education

June 2020 – September 2023 University of South Africa: Bachelor's Degree in Industrial Organizational Psychology

October 2022 – October 2023 Novia one Group: National certificate in Financial Markets and Instruments

June 2021 – August 2022 Novia One Group: National certificate in Banking

October 2023 – July 2024 Novia One Group: National Certificate in Business Analysis

Key Competencies

- **Systems and Platforms:** Knowledgeable in working with various software tools to enhance the administrative processes: Google Drive, Social Suite, Ms Word, Ms Powerpoint, Ms Excel, Trello, Click-up and Jotform
- **Program Implementation:** Proven experience in managing program operations and working with stakeholders to deliver impact.
- **Stakeholder Engagement:** Strong ability to build relationships and engage with multiple stakeholders, including ecosystem partners and entrepreneurs
- **Project Management:** Extensive experience in project coordination, quality assurance and assistance in monitoring & evaluation (M&E).
- **Strategic Planning:** Skilled in developing work plans, managing budgets and aligning program activities with strategic goals.
- **Logistics & Event Management:** Expertise in organizing events, managing logistics and coordinating travel and accommodation.
- **Financial Management:** Applied knowledge in managing budgets and petty cash
- **Administration:** Proficient in office management, document control and diary management.

References

1. Referee 1 –Palesa Mabidilala, Country Director at ygap South Africa, Pmakanda@gmail.com, 0766182963.

2. Referee 2– Nomkhosi Sibanda, Cofounder at Rapid Growth Events, Nomkhosi.sibanda@yahoo.com
0640463050
3. Referee 3– Lazarus Muriritirwa, CEO at Atossa, lazarusmuriritirwa@yahoo.com, 0731091218