

SANELISIWE EMMA MLILO

VIRTUAL ASSISTANT

YOUR ESSENTIAL VA AND SMALL BUSINESS SUPPORT SPECIALIST

Are you tired of never having enough time to throw a ball around with your son?

Did you miss another one of your daughters dance recitals because you were busy?

How many times will you postpone that trip to Paris because you just can't make the time for it?

Well...I have good news for you...I can help

My name is Sanelisiwe Emma Mlilo and I am a lawyer by profession, a published author, and recently I became a virtual assistant. I realized that I could earn an extra income using my administrative and creative writing skills. I also underwent online marketing training with Thembi Bheka, a women's business coach. I come from a small Southern African country called Zimbabwe, with the highest literacy rate and arguably the highest unemployment rate in Africa. Earning an income is difficult, however, despite my circumstances I have found that I can still earn a living and support myself and my family, as well as inspire other women to do the same. My administrative background has set me up for success and I tackle any project with the same zeal and dedication as I do all aspects of my life.



“Only those who will risk going too far can possibly find out how far one can go.”

— T.S. Eliot

MY EXPERIENCE —

LAW SOCIETY OF ZIMBABWE | ADMINISTRATIVE LEGAL INTERN TWO AND A HALF YEARS

As an Administrative Legal Intern at the Law Society of Zimbabwe; my responsibilities include the organizing and advertising of all regional based trainings and activities at the society.

I am required to ensure the visibility of the society within the region as well as disseminating information to our members within the region. I am also required to handle the day to day office work which includes the receiving of complaints as well as returning files to members of the public from law firms that have closed down within the region. I recently joined the regulatory services department where I summarize case files for presentation to the Disciplinary and Ethics Committee. I also assist the Regulations Officer with site inspections and compliance visits.

SANCTIFIED RECREATION | RESEARCH ASSOCIATE SIX MONTHS

As a Research Associate at Sanctifyd, my responsibilities included; conducting research on the history of the city, preparing materials for submission to granting agencies and foundations and managing and responding to project related correspondence.

My responsibilities included but were not limited to; attending project meetings, organising and attending seminars as well as, summarising project results and preparing articles, reports, letters and presentations.

HIRE EDUCATION | ACADEMIC TUTOR THREE YEARS

Responsibilities included tutoring first year law students, high school students in English Language and Literature and Primary School students in all subjects. I was also required to assess the students' progress and give regular feedback to their guardians on their progress. Other duties included but were not limited to setting up and optimizing effective learning strategies such as kinetic learning methods to cater for children with ADHD and other learning disabilities.

If you are unable to express your emotions effectively in written form, I am the right person for you. Creating content is something I enjoy and I would be able to help your business be viewed in a way which will allow it to stand out and thrive. All your documents will reflect the business well and I will attune them to the sensitivity needs of your business.

My strengths run the gamut of communication, administration, social media marketing, copywriting/editing, data entry, and proofreading. I have experience using Katra to create landing page funnels and designing posts using canva. I have about 40 hours a week free if you're looking for assistance with a one-off project or even more regular work. Whatever the case may be, I am here to handle the operations, giving you time to focus on the core purpose of your business. I especially love supporting those who are involved in empowering others through their business. I am a hard working and would get the job done even if it means asking questions to get it done right!

REFERRAL —

THEMBI BHEKA

Real Estate Investor, Coach, Marketing Strategist and Mentor

+1 587-988-3994 | support@thembibheka.com

PRIDE RUSIKE

"Miss Mlilo's diligence, professionalism and outstanding work ethic was exemplary throughout the entire course of her time working here. She is an excellent written, verbal, and interpersonal communicator and performed well both individually and as a team member. I have no hesitation in testifying to Miss Mlilo's ability and integrity."

Regulations Officer, Law Society of Zimbabwe
+263 (0) 778 548 910 | pride@lsz.co.zw

OLIVIA OWEN

"Emma was very patient with my son, teaching him with lots of humour, laughter and fun activities. She was sensitive to his needs and exhibited a good understanding of human nature. She was assertive when necessary and gave me honest feedback when I needed it. Emma would be an asset to any organization. Her unassuming honesty is refreshing. I wish her so very well in her future and look forward to feedback, albeit occasional, from her as she makes her way in the world."

Client, Hire Education

+27 (0) 72 652 0470 | oliviao@mweb.co.za

PAINTED DOG CONSERVATION | RECEPTIONIST ONE YEAR

As a Receptionist, my responsibilities were; to answer the switchboard, conduct filing and stock taking of products bought on the premises. I was also responsible for the drafting of letters, typing memos, minutes and reports.
The role depended largely on the ability to communicate with visitors to the centre and giving them a tour of the conservation village.

NDOVE AND ASSOCIATES | ASSOCIATE LAWYER CURRENTLY EMPLOYED

A typical day in the firm involves drafting pleadings, writing legal opinions and letters as well as conducting research on the new Legislative amendments and how they would affect litigation in the future in Zimbabwe.

PUBLICATION —

TOFFEE APPLES AND DEBRIS | POETRY
ANTHOLOGY
2017
Toffee Apples and Debris

RATE AND HOURS OF OPERATION FOR VIRTUAL ASSISTANCE —

\$5 PER HOUR | 40HOURS PER WEEK

CONTACT —

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SERVICES —

SOCIAL MEDIA MANAGMENT
Content Creation - Copy/Captions
Social Graphic Creation - Canva
Scheduling
Monitoring

EMAIL MANAGEMENT
Content Creation
Monitoring

GENERAL MANAGEMENT
Proofreading
Data Entry
Virtual Summit Management
Internet Research
AND MUCH MORE...

