

# Nicole Struwig

## Remote Property Manager

I strive to be an organised and proactive individual with a strong background in administration. I possess excellent communication and interpersonal skills, enabling effective client interactions and team collaborations. I am highly proficient in essential computer programs, ensuring accuracy and efficiency. I seek to work independently and commit to delivering high-quality results in the best way possible.



## Skills and Experience

### Technical skills & Software tools

- Microsoft Office & G-Suite
- CRM Systems
- Asana, Monday.com & ClickUp
- Lightstone & TPN
- Social Media

### Professional skills

- General Administration & Organisation
- Email & Diary Management
- Property Portfolio Management
- Tenant Relations
- Property Maintenance
- Sales
- System Implementation

### Industry Experience

- Property
- Furniture & Interiors
- Hospitality

## Work Experience

### Remote Property Manager

Outsourcery  
Jun 2025 - Present

- **Providing tailored virtual assistance to businesses in the UK markets.**

### Administrator and Maintenance Assistant

Mountain Estates  
Jan 2022 - Sep 2024

- **Front desk administration.**
- **Client liaison.**
- **Month-end administration.**
- **Rental applications and the renewal of lease agreements.**
- **Training of new agents.**
- **Managing maintenance and booking appointments for the maintenance team.**

### Property Consultant

My Roof  
Feb 2021 - Dec 2021

- **Administration duties.**
- **Managing runners' schedules.**
- **Booking appointments for runners.**
- **Managing incoming calls on the switchboard, cold calling, and live chat.**

### Administrative Supervisor

Double Click Factory  
Sep 2019 - Jul 2020

- **General administration for the factory's day-to-day running.**
- **Petty cash, payments for suppliers, casual staff payments, and salaries.**
- **Back office administration for the stores associated with the factory.**

### Personal Assistant

San-Karin Jacobs  
Oct 2016 - Sep 2019

- **Managing property listings.**
- **Liaising with clients and the office.**
- **Competing Offers To Purchase.**
- **Credit checks.**
- **Email management.**
- **CRM packets for new potential clients.**
- **Personal errands.**

### Waitress

Mikes Kitchen Mayville  
Jan 2016 - May 2016

- **Performing duties assigned around the restaurant, including ensuring the restaurant is neat and clean.**
- **Assisting customers with their orders.**
- **Upselling specials to clients.**

## Education & Certifications



**Grade 12 High School Diploma**