

**Rayanne Armand**

Director

Kariba Pool Hire

Chapel Court, Chudleigh

Devon, United Kingdom

[karibapoolhire@gmail.com](mailto:karibapoolhire@gmail.com)

3 October 2024

To Whom It May Concern,

I am writing to recommend Julie Rembold, who has been an invaluable member of the Kariba Pool Hire team since November 2023. In her role as Administrator, Julie has been responsible for managing all aspects of our back-office administration.

Julie is a pleasure to work with—she is friendly, approachable, and incredibly reliable. Her communication skills are excellent, and even during those inevitable moments when life throws a curveball, Julie is always upfront and transparent about her availability, making it easy for us to plan ahead. Knowing I have someone as dependable as Julie gives me peace of mind, as she consistently delivers on her responsibilities.

Her role includes responding to client emails and queries, managing customer support, invoicing our commercial pool users, and overseeing their bookings. Julie is also responsible for running our booking system and handles some of our bookkeeping tasks using Xero. She has a knack for picking up processes quickly and efficiently, and she often takes the initiative to solve problems independently, which has been a huge asset to our operations.

Julie's ability to manage a diverse set of tasks with precision and professionalism has made her an integral part of our team. I have no doubt that she would be an excellent addition to any organization, and I wholeheartedly recommend her.

Please feel free to contact me if you require further information.

Sincerely,

Rayanne Armand

Director

Kariba Pool Hire



Wonder Kidz Learning Centre  
19B Dennis Circle  
Umtentweni  
4235  
Contact no: +27 72 143 2653  
Fax no: +86 471 2997  
Email: wonderkidz.kzn@gmail.com  
Reg. No: 2020/719919/07  
Impaq reg. No.: H7893

12 October 2023

To Whom It May Concern:

I am writing to provide a wholehearted recommendation for Julie Rembold, a virtual assistant whose exceptional skills and dedication have made a substantial impact on our organization, Wonder Kidz Learning Centre.

Julie has been an integral part of our team since June 2023, and her work has consistently exceeded our expectations. Her primary responsibilities at Wonder Kidz have included handling invoicing, generating statements, managing debt collection, and maintaining a positive relationship with our clients. Julie's attention to detail and professionalism in these tasks have been truly outstanding. She has a knack for making sure our financial processes run smoothly and efficiently.

What sets Julie apart is not only her proficiency, but also her strong work ethic and ability to adapt to different challenges. She has consistently shown an unwavering commitment to her work, and her pleasant demeanour has made her an excellent point of contact for our clients. Julie's communication skills, both written and verbal, have contributed to a positive and productive atmosphere within our organization.

I believe that Julie's skills and dedication would be a valuable asset to your organization. She is a diligent and reliable individual who takes pride in her work, and I have every confidence in her ability to excel in a virtual assistant role. Julie's passion for what she does and her commitment to delivering high-quality results are truly commendable.

Sincerely,

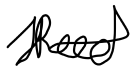
Jenine Allnutt

Owner

Wonder Kidz Learning Centre

I'm thrilled to endorse Julie in the world of talent acquisition and task management. Julie possesses great interpersonal skills and an ability to foster collaboration across teams, ensuring the perfect match for every role. Her agility as a quick learner and her knack for seeing tasks through to completion are impressive.

Moreover, Julie's communication skills are top-notch. She not only engages with candidates effectively but also keeps them actively engaged throughout the recruitment process.



**Jacs Reed**

Head of Finance & People

# BUSINESS PROFESSIONALS U • N • L • I • M • I • T • E • D

## SKILLS 4 LIFE

18<sup>th</sup> September 2023

To whom it may concern

We are the Sub-Saharan exclusive distributors for the Certified Business Professional (CBP) program created and owned by the International Business Association (USA). The CBP program is a collection of essential business skills utilized by corporate companies to train their employees.

Julie Rembold has been assisting us with her services as a Virtual Assistant since 2020 across this and other companies in our portfolio.

Julie has a great personality and is very easy to get along with. She is keen, enthusiastic, motivated, flexible and always available/contactable. Julie executes her tasks as instructed to the best of her abilities. She is quick off the mark, with good turnaround times within the requested timeframes. Task execution is perfect.

Julie has assisted with the following tasks:

- Monitoring inboxes
- Responding to emails
- Collating and deleting emails where/when requested
- Generating invoices and emailing them to the respective clients
- Liaising with clients and suppliers
- Ensuring orders are fulfilled and collected/dispatched
- Internet searches for specific data
- Student specific data updates and crosschecking on exam platforms
- Issuing of student access codes for ebooks
- Monitoring ebook usage
- Issuing and updating exam vouchers
- Updating drop boxes plus numerous other admin tasks as and when they are required

Julie is highly recommended as a Virtual Assistant.

Yours sincerely,



Gitta Moolenschot  
CEO  
Business Professionals  
Tel | +27 (0)31 813 5818  
Email | [gitta@cbpcertify.co.za](mailto:gitta@cbpcertify.co.za)  
Skype | cbpgitta



01 February 2016

**To Whom It May Concern:**

Julie Langley, ID 7803210036083, has been employed with CBI Electric : African Cables since 01 February 2009 (7 years).

Julie commenced as an Office Assistant and was promoted to Contracts Administrator on 01 November 2015.

During the course of her employment Julie reported directly to me, the Project / Regional Manager. She was also responsible for the Office Assistant employee who reported directly to her.

There were numerous occasions when there was intense work pressure with tight deadlines and Julie handled it very well.

In my experience Julie is a very friendly and trustworthy employee. She was often called in after hours to assist with emergencies and was always more than happy to assist.

I believe that Julie would be an asset to any organisation as she always brings out a positive and productive working environment in any task she undertakes.

Julie always makes an effort to make our customers and suppliers feel like part of the CBI family.

It is with great regret that we heard the news of her leaving CBI Electric to move to Port Shepstone to get married, but we trust that she will find the right job and wish her luck in her future endeavours.

Kind regards,

**Johan W. Oosthuizen**  
*Project / Regional Manager*

**CBI-electric: african cables**

*Unit 7D Rinaldo Industrial Park, 50 Moreland Drive, Redhill, Durban*

Tel: +27 31 569 4705

Cel: +27 83 635 8582

Fax: +27 31 569 4981

Email [johan.oosthuizen@cbi-electric.com](mailto:johan.oosthuizen@cbi-electric.com)

*A member of the Reunert Group*

**Power by innovation... Innovation Through Partnerships**

**POWER BY INNOVATION... INNOVATION THROUGH PARTNERSHIPS**

**CBI-electric: african cables**  
**B-BBEE Level 2 contributor**

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Directors: AE Dickson, PJ Banda, GW Eddey, TA Poole, Z Mjali  
Alternate Director: PW de Villiers

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on No. 1955/003773/07

**SABS**  
ISO 9001  
**SABS**  
ISO 14001  
**SABS**  
OHSAS 18001



10 August 2023

To Whom It May Concern:

I would hereby like to recommend Julie Rembold as a Virtual assistant to any client that needs these remote services. She has been working with me since November 2022. Julie creates and maintains spreadsheets, keeps a detailed list of project expenses, digitizes documents and assists me with obtaining quotes for tenders. I find Julie a pleasure to work with. She is always prompt and offers feedback on work completed.

Please feel free to contact me for any other information.

Kind Regards

*B. Majola*

Bryan Majola

+27789571662



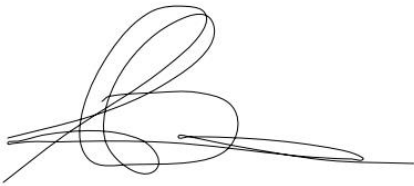
30 August 2023

To Whom It May Concern:

Julie Rembold has become an indispensable secret weapon for our company. The concept of the virtual PA was fairly new to us when we first started working together. Julie is able to complete tasks very quickly and always to a high standard.

We will continue to use her services as our company grows and would highly recommend her to anyone needing assistance.

Yours sincerely,



Chilufya Lombe  
Director  
On behalf of NetZero Solutions  
E: [chilu@netzerosolutions.co.za](mailto:chilu@netzerosolutions.co.za)  
T: 082 403 2024

NetZero Solutions  
33 6<sup>th</sup> Street Parkhurst  
Johannesburg 2193  
VAT: 4450303385  
Reg: 2022/274907/07

To Whom It May Concern:

Julie Rembold has been assisting us with recruitment administration since May of this year. We have found her to be meticulous in her tasks, namely accurately completing spreadsheets of the candidate details as well as filing the candidates into correct application categories. We find Julie's turnaround time to be excellent, and provide regular updates. Julie is a great Virtual Assistant, and a big help to the Groundflr team.

We also really appreciate her energy and enthusiasm with which she takes on any task. We would definitely highly recommend her to any clients looking for remote administration assistance.

For any further information, please do not hesitate to contact us.

Kind regards,  
Richard Mellon





14<sup>th</sup> August 2023

**To Whom It May Concern**

**Letter of Referral – Julie Rembold**

Julie has been assisting me for the past year in my practice as a chartered accountant.

Julie is fully responsible for preparing the payroll for all my clients on a monthly basis and has proved to be dependable and responsible in performing this duty. The work has been excellent and of a high standard and requires minimal input from me.

Julie is also responsible for performing all my client company secretarial work. She maintains all the annual CIPC returns for all my client companies and also performs other company secretarial work as required from time to time.

Julie has taken tremendous pressure off me by performing not only the above but various other work assignments and is a pleasure to work with. I can honestly say she would be of great benefit to any business who needs her assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read "SL Russo", with a large, stylized initial "S" and "R".

SL RUSSO



# Izotsha Primary School

11 October 2020

To whom this may concern:

RE: Testimonial for the work done by Julie Rembold during School lockdown (2020)

I am a Grade 6 teacher at Izotsha Primary School and teach Julie Rembold's daughter, Mickayla Deysel.

At the beginning of School Lockdown in March 2020, Julie willingly offered her services to be the Parent Administrator on our Grade 6 WhatsApp group. She set up all the necessary email accounts and cell phone numbers.

This was not an easy task navigating through a new way of education online.

Julie was extremely co-operative assisting parents in this regard.

Julie also helped me with installing, implementing and learning new programs and ways of preparing worksheets. She helped me with Excel worksheets and converting worksheets into PDF, using the fill and sign insert method. This was very useful to parents and children because they were able to use the PDF format to complete their work instead of printing out the worksheets.

Julie also introduced the Grade 6 community to the Dropbox: she created files and folders which she made accessible to all the parents. She accessed and downloaded reading material to the children and parents which was greatly appreciated by everyone.

Much of her time was spent helping, guiding and encouraging parents, teachers and children alike. Her administrative and computer skills are excellent and made online education easier and simpler. She answered every question, either I or any parent, had difficulty with, regarding computer technology and skills.

I established good communication with her during this time, and she gave me valuable feedback as to what the parents were feeling through the challenges faced. This, in turn, helped me to find balance with work load and expectations.

I am extremely grateful for the positive impact Julie had on our e-learning approach, and for equipping me and the parents to new levels of educating the children.

To my mind and for our purposes of educating the children online, Julie proved herself worthy of the computer skills necessary to empower and train others. An outstanding quality has been her initiative, without which her skills would have been much less effective during this challenging time.

Yours sincerely

Mrs Carmen Neethling (Grade 6 teacher)

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**Saturday, 17 October 2020, 16:20**

**Shea Botanics – Nafisa (Social Media Services)**

It's really wonderful working with Julie. She helped us grow our Instagram page with the warm and friendly way she interacted with our followers. She also helped me with proof-reading services, I highly recommend her without hesitation.



16 January 2020

Transnet Port Terminals  
South Tower Building  
Kingsmead Office Park  
Durban  
4001

**RE: LETTER OF REFERRAL FOR MS. JULIA REMBOLD**

To whom it may concern

This letter serves to confirm that Ms Rembold has worked with me on various committee meetings doing minutes.

She is a pleasant and friendly person to work with. Ms Rembold is very co-operative and efficient. Her work is well presented and she has a good turnaround time.

I would highly recommend her services to any company.

Kind regards  
Tarryn

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Julie Rembold &lt;julie.langley2103@gmail.com&gt;

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**WORK DONE : CV AND OTHER**

1 message

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**Natalie Lombard** <natalienewme@gmail.com>  
To: Julie Langley <julie.langley2103@gmail.com>

Thu, Nov 26, 2020 at 9:25 AM

Dear Julie Rembold.

Thank you for doing my CV. Your work is very professional and beautifully laid out.  
You work very efficiently and your prices are very reasonable. I sincerely recommend you.  
Yours sincerely  
Natalie Lombard

**FW: Referral**

1 message

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**waterfront@venturenet.co.za** <waterfront@venturenet.co.za>  
To: julie.langley2103@gmail.com, Julie Rembold <julie.langley2103@gmail.com>

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**From:** waterfront@venturenet.co.za <waterfront@venturenet.co.za>  
**Sent:** Thursday, 26 November 2020 08:44  
**To:** 'julie.langley2103@gmail.com' <julie.langley2103@gmail.com>  
**Subject:** Referral

For anyone looking for an online assistant who is reasonably priced and fabulous at increasing ones business visibility (esp online)  
I would definitely recommend using Julie @ Splash of colour...She is really on the ball and definitely worth a try!

Kind Regards

Carmen and Warren Jesson

Tweni Waterfront Guest Lodge,

Tweni holiday home, 5 Summer rocks,

9 Aqua Surf, 80 Laguna, 13 Surabaya, 3 Topanga

302 Riviera &amp; 3 Loerie Lane

"on the north banks of the Tweni Lagoon"

Tel: 0728787000 Fax: 0880396951405

[www.tweniwaterfront.co.za](http://www.tweniwaterfront.co.za)

11/26/2020

Gmail - Testimonial



Julie Rembold <julie.langley2103@gmail.com>

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## Testimonial

1 message

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**Iga Motylska** <igamotylska@gmail.com>

Fri, Oct 9, 2020 at 3:18 PM

To: Julie Langley <julie.langley2103@gmail.com>

Julie was reliable and communicative during the project we worked on together. She was open to feedback and I look forward to working with her again in the future.--

Kind Regards,  
Iga Motylska

writer and communicator | journalist | sub-editor

Member of the Southern African Freelancers' Association (Safrea)

+27(0)82-766-2846

Read my [Portfolio](#), stalk me on [LinkedIn](#) and plan your next trip with [Eager Journeys Travel Blog](#).

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