



# Sharon Lennon

## Experienced Entrepreneur

A woman full of ideas and passionate about new technologies and ever evolving cultural habits. Determined, courageous with an empathy level that can sometimes affect my decisions, I always end up learning from every experience. Ready to take on any challenge life will throw at me.

## Experience

### 2024 - ongoing

#### Syndic Site Manager, Feel Free Ltd, Mauritius

- Oversee the daily operations and maintenance of the property, ensuring smooth and efficient management.
- Manage the upkeep of common areas, ensuring they remain clean, functional, and in compliance with health and safety standards.
- Coordinate repairs and maintenance with contractors, ensuring timely and effective completion of tasks.
- Act as the primary point of contact for co-owners and tenants, addressing concerns and ensuring adherence to property rules and regulations.
- Manage the property budget, ensuring proper allocation of funds for maintenance and operational needs.
- Organize meetings and facilitate communication between co-owners and tenants, ensuring transparency and addressing any issues.
- Handle conflict resolution, mediating disputes and finding solutions to ensure harmony within the community.
- Maintain accurate records of all relevant documentation, including contracts, maintenance logs, and financial reports.
- Balance the needs of individual owners with the broader community, ensuring the property runs smoothly and efficiently.

### 2022 - 2023

#### Administrative Supervisor, Thunderer Ltd, Seychelles

- Manage petty cash and handle administrative tasks to ensure efficient day-to-day operations.
- Oversee grocery shopping and dry cleaning, ensuring timely procurement and delivery.
- Assist with branding and logo design, contributing to the visual identity of the business.
- Support the Captain with various tasks as needed to ensure smooth operations.
- Provide assistance to the boat crew, offering help with any tasks required to maintain operational efficiency.

### 2019 - ongoing

#### Founder and Director, Recyclean Ltd, Mauritius

- Lead and manage all aspects of the recycling collection service company, overseeing operations from strategy to execution.
- Coordinate the collection, sorting with the team, and dispatching materials to appropriate recycling facilities.
- Develop and implement social media strategies, creating posts and analyzing performance to enhance brand visibility and engagement.
- Prepare budgets, manage cash flow, and handle accounting tasks, including end-of-year returns and processing CSG monthly payments.
- Oversee administrative functions such as email correspondence, documentation, and day-to-day operational management.
- Utilize Salesforce to drive sales, build customer relationships, and improve service offerings, ensuring business growth and customer satisfaction.
- Ensure compliance with environmental standards and regulations, optimizing recycling processes for maximum efficiency.

## Contact

### Phone

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### Email

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### Address

7, Morc. Investors, Tamarin

## Education

2005

### French Baccalaureate

Lycee des Mascareignes

2009

### Degree in Marketing Management

Curtin University

## Expertise

- Setting up of new companies
- Time management
- Daily accounting tasks
- Social media content creation
- Public Relations
- Communication

## Language

French

English

Spanish

Creole

## Hobbies |

Writing poetry | Kick boxing | Beach sunsets | Paddle