



- Professional background-

Self-employed office and administrative support services

Support for companies in the areas of organisation, administration and office management based on my many years of commercial experience.

Senior office manager in real estate and investment management

Responsible for office organization, process optimization, project documentation, administration, organization, accounting preparations, and the entire invoicing process.

Executive assistant in construction

Support with strategic and organizational tasks, scheduling, correspondence, and project coordination.

Project assistant in management consulting

Scheduling, documentation, interface communication, administrative and organizational support.

Training as an industrial clerk

Focus on business processes, commercial process control, and efficient office organization.