



I am

- an organising expert with a broad experience in various industries.
- an experienced Office Manager, capable of keeping a cool head at all times.
- people oriented, creative and able to think outside of the box.
- competent in dealing with diverse people regardless of their hierarchy or ethnicity.

In my professional life, I have had the opportunity to experience various industries. Furthermore, I was able to get acquainted with the needs of small and medium-sized enterprises as well as large companies. I gained experience in local and international companies in the following subject areas:

- Communication
- Project Management
- Office Management
- Diversity Management
- Human Resources
- Support Executive Committee and Management Members in administrative and strategic tasks