

1. Events

You are looking for someone, who realises your custom-made event?

I offer a personal consultation for your occasion or festivity, such as

- company anniversaries
- company/business openings
- conference, seminars, exhibitions, etc.

My goal is the professional planning, organisation and realisation of your individual event. I guarantee a reliable collaboration from beginning to end.

2. Incentives

You are planning a unique team event?

I will compile a portfolio of different possibilities for you to choose from. This may vary from a dinner in a one-of-a-kind location, a thrilling team event or even a trip somewhere.

3. Travel

You plan a business trip or a group travel?

I can support you with the organisation of your company or incentive trip.

4. Travel Management

You are travelling a lot and need assistance with the organisation of your trip and coordination of meetings?

I am looking for the most time and cost-efficient travel option and will reliably coordinate all meetings.

5. Project Management

You are in need of a professional project manager for planning, organising and implementing a project or event?

I offer a flexible service, the duration of which can be individually agreed upon. This generates no additional costs for you in terms of overheads, infrastructure or costs for fringe benefits.

6. Business Administration

You need someone, who can take care of your business administration?

I offer professional business support such as:

- establishing business documentations, presentations, etc.
- composing letters, e-mails, offers, invoices, etc.
- writing agendas and minutes
- designing and format documents (CI/CD compliant)
- generating presentations (Powerpoint)
- compiling workshop material and handouts

Your special need is not listed? Please contact me.
Further services are available upon agreement.