

Curriculum Vitae & Reference Projects

Persönliche Daten

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Location:	Hamburg
Date of Birth:	15.12.1978, Schwabmünchen
Marital Status:	Single



Professional Experience

Since 01/2019 Self-employed
Personal Assistant, Executive Assistant, Project Assistant & PMO

Industries:

VIP, IT, personnel services, logistics, energy services, facility management, financial services, arts & culture, funding management, real estate, office equipment and office space planning

Main Responsibilities:

- Personal assistance and travel manager for VIP clients
- Extensive daily and travel planning (national & international)
- Project management, including:
 - Change management and out-carving
 - Coordination and integration of new service providers (outsourcing)
- Support and implementation of new office and work concepts
- Relocation management
- IT projects such as:
 - Coordinating the transition of 470 locations to VoIP
 - Supporting and implementing a new hardware concept incl. distribution (>500 employees)
 - Supporting project management and product owners in outsourcing IT into a GmbH, supporting concept creation (migration, transition, cooperation)
- Training coordination (LMS)
- Executive assistance
- Office management and optimization
- Event organization (team building, corporate events, workshops)
- Preparation of presentations
- Travel management
- Travel expense accounting

08/2014 - 06/2019 URBANA Energiedienste GmbH
Executive Assistant

Main Responsibilities

- Extensive calendar coordination and travel planning, including administrative preparation and follow-up
- Preparation and follow-up of meetings, workshops, team events
- Project management and partial project leadership
- Handling executive correspondence
- Tracking deadlines and follow-ups
- Creating presentations for internal and external meetings
- Minutes of management and leadership meetings
- General office management
- Reception duties

03/2010 - 06/2014 Hermes Fulfilment GmbH
07/2013 - 06/2014 Executive Assistant to COO Operations

Areas:

- Security
- Shipping centers Haldensleben, Löhne & Ohrdruf
- Returns operations Hamburg
- Direct shipping

05/2012 - 06/2013 Assistant to the Head of Marketing & Client Management

Departments:

- Marketing
- Sales
- Key Account Management
- Customer Service

03/2010 - 04/2012 Assistant to the Head of Central Functions

Departments:

- Customer Service
- Operations Optimization
- Volume Control
- Operations Controlling

Main Responsibilities:

- Project management
- Extensive scheduling coordination
- Travel planning and administrative preparation and follow-up (national & international)
- Meeting preparation and follow-up
- Workshops and team event preparation
- Handling executive correspondence
- Translating presentations and documents into English
- Managing deadlines and follow-ups
- Supporting development of sales and marketing materials
- Organization of the Hermes World 2014 Sales Annual Conference (until July 2013)
- Preparing statistics and analyses
- Preparing presentations
- Supporting and managing smaller projects

04/2005 – 02/2010	Brunel GmbH, Cologne Branch Sales Assistant
	Main Responsibilities: <ul style="list-style-type: none">▪ Assistance to branch manager and 7 sales staff▪ Primary contact for ~120 employees in external projects▪ Preparing statistics and reports for branch and division management▪ Organizing and supporting conferences, trade fairs, events▪ Independent office organization; central admin contact▪ Scheduling, monitoring and preparation of customer visits▪ Telephone switchboard and visitor management▪ Meeting minutes▪ Travel planning▪ Monitoring and coordinating billing-relevant documents▪ Preparing monthly project reports for HQ in Bremen
	HR Administration: <ul style="list-style-type: none">▪ Preparing employment contracts and addendums
	Recruiting & Assistance: <ul style="list-style-type: none">▪ Scheduling and travel planning for HR manager (and occasionally executives)▪ Applicant management▪ Meeting preparation
	Reception Coordination: <ul style="list-style-type: none">▪ Switchboard and visitor reception▪ Statistics and reports
04/2005 - 03/2006	Office Manager (External Project at Cynos AG, Alsdorf)
01/2003 - 12/2004	Jagdgeschwader 71 „Richthofen“, Wittmund IT Admin – Web Design
	Main Responsibilities: <ul style="list-style-type: none">▪ IIS web server setup▪ Building and maintaining intranet presence▪ Lotus Notes and network administration▪ IT helpdesk
Studium	
06/1999 - 09/2002	Technical Vocational Institute (TVI) Albuquerque, New Mexico, USA Major: Web Technology Degree: Associates of Applied Science Degree Web Technology “with Honors” Office 365
IT-Skills	Various database & CRM systems (SAP, AIDA, DATEV, Dynamics) Various project management tools
Languages	German – native language English – second native language

Reference Projects

07/2025 – 01/2026

Client in Wind Energy Sector, Hamburg

Coordinator Qualification & Training Management (Global PM/EPC, Wind Farm Construction Projects)

Main Responsibilities:

- Planning and implementation of training for internal/external customers in PM Division Europe
- Needs analysis, annual & quarterly planning, trainer scheduling
- Customer consulting and support for project locations
- Steering and supporting external service providers/trainers (incl. price negotiation & quality control)
- Further development and maintenance of LMS (SAP SuccessFactors Learning)
- Contributing to new qualification products, processes, marketing and improvement projects

Project language: English

03/2025 – 04/2025

VIP Couple, Hamburg

Personal Assistant & Travel Manager (Sick Leave Coverage)

Main Responsibilities:

- Extensive travel planning including restaurant bookings, events with friends, spa & salon appointments, VIP services, limousine service, charter flights, travel expense handling
- Destinations included:
 - 3 days Milan
 - 2 weeks Chicago
 - Day trips to Berlin, Munich, Frankfurt
 - 2 weeks St. Tropez (private residence with staff)
 - 4 days Osnabrück
 - 4 days Baltic Sea
 - 6-week summer trip to St. Tropez
 - 2 days London
 - 5 days Miami
 - 5 days Helsinki
- 6 weeks New York (private residence with staff)
- Extensive personal and business appointment coordination

Project language: German, English

02/2022 – 02/2025

Financial Services Client, Hamburg

Assistant to Partial Project Lead “Building & Security”

(Office relocation of 3,000 employees to a new building; subprojects: security, insurance, waste disposal, emergency mgmt, cleaning, parking, rental, utilities, signage)

Main Responsibilities:

- Supporting subproject lead in all administrative tasks
 - Pre-selection of suppliers and trades
 - Scheduling with large internal/external groups
 - Pre-qualification of incoming mail (approx. 350 emails/day)
 - Preparing presentations for works council, management meetings, project steering committees
 - Conducting update meetings for 12 subprojects
 - Workshop coordination

Project language: German

06/2021 – 02/2022

IT Client, Bonn

Project Assistant (Successor Role)

Main Responsibilities:

- Maintaining project plans and tasks
- Maintaining reporting (status, staffing, risks)
- Supporting internal communication (social intranet, change mgmt, info events)
- Supporting quality assurance of concepts and business cases

Project language: German

Since 05/2021

Geothermal Energy Client (Karlsruhe/Augsburg/West Perth)

Project Assistant (Startup)

Main Responsibilities:

- Taking over special projects (project lead & PMO)
- Setting up and implementing processes (procurement, invoicing workflows)
- Researching & commissioning service providers (fleet mgmt, promotional items, bank accounts, telecom)
- Setting up a DokuWiki
- Supporting ERP implementation
- Handling immigration processes for international specialists (Blue Card, skilled worker procedures)

Project language: German, Englisch

07/2022 – 12/2024

IT Client, Würselen

PMO

Main Responsibilities:

- Setting up and maintaining project tasks
- Coordinating leadership and team
- Supporting coordination of VoIP transition across 470 customer sites
- Supporting rollout and commissioning of telephones/switches/routers

Project language: German

09/2019 – 03/2020

Facility Management Client, Hamburg

PMO (Onboarding of New Customer)

Main Responsibilities:

- Setting up and implementing processes (ticketing, furniture deliveries, construction work)
- Coordination of external service providers

Project language: German, Englisch

04/2019 – 08/2019

IT Client, Hamburg

Project Assistant

Main Responsibilities:

- Coordinating the transition of various corporate telephone lines to a new provider

Project language: German

07/2019 – 03/2025

Energy Services Client, Hamburg

Project Assistant / Change Management "New Home"

Main Responsibilities:

- Coordinating consultant teams
- Supporting development of concepts for new offices & desk-sharing concept
- Preparing and supporting office relocation (100 workstations, lounge, meeting rooms, think tanks)
- Contributing to employee workshops on new work methods
- Supporting associated change challenges
- Setting up and maintaining project plans & tasks

Project language: German