



HANA

EVENTMANAGEMENT
PROJECTMANAGEMENT
VIRTUAL ASSISTANT

MARIA UFFEL



CONTACT

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EDUCATION

Office Management
Bachelor Professional of Business (CCI)
Master Professional in Business
Management
Examination according to AEVO

LANGUAGE

German native
English proficient
Korean elementary
Japanese elementary

EXPERIENCE

- Executive and Project Assistant for over more than 10 years
- Experience from small companies up to corporate groups
- Specialized in eventmarkets and IT sector

MY SERVICES

- Eventmanagement
- Projectmanagement
- Back office
- Hospitality and travelmanagement incl. accompaniment
- Schedule and e-mail management
- Personal Assistant
- Coordinator (Eventcoordinator, Stagemanager, etc.)
- Social Media Management
- Writer
- Interim Assistant
- Administrative start-up support

HARD SKILLS

- Microsoft 365
- Google Workspace
- Social Media and Messenger Apps
- DATEV
- Projectmanagement Tools
- Canva
- SAP

SOFT SKILLS

- Flexibility
- Time management and organization
- Adaptability
- Problem analysis and solving
- High level of empathy
- Cultural competence, awareness and communication
- Written and verbal communication
- Attention to detail
- Dependability

NEXT STEP

Sounds interesting? Let's talk!

I look forward to hearing from you for an initial free consultation.