



## ABOUT ME

From 2011 to 2018 I've been working for marketing and event companies as an art buyer, event and project manager – in April 2018 I started my own business. Before, during my training as an advertising assistant and my studies in social and business communication, I was already able to build up an extensive network in the creative and marketing industry that has steadily grown since. Today, location scouting, customer consulting and the development of individual event concepts are just as much part of my skill set as the continuous expansion of my network of service providers and freelancers from the event industry. This puts me in a position where I am able to put together and manage the appropriate project partners for a wide variety of events.

## SERVICES

event conception – budgeting, project planning and scheduling – location scouting – research and handling of service providers – planning and implementation of regional, national and international projects – management of the event team on site – presentation – project documentation and reporting – production management

## CV

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## PORTFOLIO (SELECTION OF PROJECTS & EVENTS)

### event management

planning and organisation of the Open Day 2018 at the Federal Ministry of Health in close consultation with numerous ministry actors and external partners & exhibitors — detailed planning and implementation of the 50Hertz General Assembly with 800 guests at the former Tempelhof Airport — organisation and implementation of the digital introductory event in the new service platform VORTIV.de of the Federal Centre for Health Education (BZgA) — overall conception, planning and support of the hybrid, international event "Commissioning of the Combined Grid Solution" in the 50Hertz headquarter in Berlin

### project management

supervision of the Half Marathon Expo 2019 and Marathon Expo 2019 as well as the celebrations on 4 July 2019 of the US Embassy in Berlin at the former Tempelhof Airport including advice and support for the organisers, budget controlling and personnel planning — organisation of a three-day team building trip including location scouting, acquisition of service providers and on-site support for OFA Bamberg

### production management

organisation and on-site production management of a two week photo production in Tuscany for the Villeroy & Boch Friends magazine including a home story with Oliveira Toscana — organisation and coordination with the production company on site for photo and video productions in LA for the 2017 Porsche Panamera Turbo

#### marqueur GmbH

"Without ever losing track, she has driven projects and optimally implemented them with precision, patience and stamina even in difficult situations."

#### SelectNY.Berlin GmbH

"She impressed with excellent communication skills and very good organizational know-how."

#### Ofa Bamberg GmbH

"We thank you very much for the perfect organization of our sales force conference. Everything worked great."

#### timebandits

"She knows how to keep track of all the details of the event itself and always has an eye on the needs of the customers."