



WORK EXPERIENCE

Cert. SEO Manager & Content Writer

Julia Katharina Theobald | December 2022 to present

- Creating social media content such as posts and reels for coaching clients and writing informative blog articles for a data protection officer client.
- Providing SEO optimization of blog articles, increasing overall website traffic.
- Building websites and landing pages, utilizing WordPress Elementor and Wix.

Virtual Office Manager

Julia Katharina Theobald | January 2022 to November 2022

- Managed my clients' back office and implemented a highly organized file structure. This optimization allowed my clients to redirect their attention and energy towards their core business, resulting in increased productivity.
- Created social media content for coaching clients.
- Provided technical support, set up and managed email marketing campaigns, automations, sales pages and implemented necessary tools.

Property Manager

Dr. Rolf M. Schwiete Foundation | October 2019 to February 2022

- Managed a diverse portfolio of 8 properties, including office, logistics and residential buildings. Oversaw all aspects of property maintenance and ensured smooth operations, resulting in high tenant satisfaction.
- Led and supervised facility management team.
- Played a key role in the development and execution of ongoing construction projects at Palais Lanz in Mannheim, as well as the construction of new buildings in Gernsheim. Collaborated closely with contractors and suppliers to ensure timely completion, adherence to quality standards, and successful project delivery.
- Acted as the primary point of contact for tenants, service providers, business contacts and builders. Additionally, actively marketed vacant units to prospective tenants and efficiently handled utility statements, ensuring accurate billing and financial transparency for all parties involved.

Office Manager and Executive Assistant, Assistant Asset Management and HR

Calibrium Real Estate Advisory GmbH | September 2014 to September 2019

- Managed, organized and booked all company events, appointments and travel. Was responsible for overall office organization and served as the contact person and liaison for IT issues.
- Responsible for maintenance and management of 10 company cars; introduced job tickets which resulted in a 20 % cost reduction.
- Managed my own property, as well as assisted in managing several other properties all over Germany and the Netherlands. Was responsible for the monthly report for over 60 properties.
- Drew up and concluded contracts with tenants and service providers.

Apprentice Office Manager

ALDI GmbH & Co. KG | August 2011 to July 2014

- Worked in various departments, including secretariat, accountancy, buying department, sales department, HR, expansion, warehouse, branch store and coffee roastery. The departments I enjoyed the most:
- HR: Utilized my skills in SAP, where I managed employee data, organized trainings, and ensured efficient workflows.
- Secretariat: Coordinated appointments, handled correspondence with clients and business partners and overall office organization.
- Accountancy: Recorded business transactions, verified invoices and prepared financial reports.

EDUCATION HISTORY

Stress & Mental Coach

IST Institute of Studies | April 2023 to present

- Social Psychology
- Consulting and coaching
- Communication and modern rhetoric
- Stress recognition and management
- Analysis and management of conflicts

Cert. SEO Manager

Webmasters Academy | November to December 2022

Social Media Marketing

Mannheim Evening School | September 2022

Bachelor of Arts in Business Administration

FOM University | September 2018 to April 2022

Property Manager

Mannheim Evening School | May to June 2017

LANGUAGES

German (native)

English (fluent)

SKILLS

Office Management

Organisation

Curiosity and lifelong learner

Confluence

Wordpress/ Elementor

Search Engine Optimization

Content Writing

Content Design