



TANJA VIDOVIC

Your-Assistant

uncomplicated | quick | reliably

SHORT PROFILE

More than 20 years of professional experience as a personal assistant within the automotive industry. Assistance and project work in the areas of: quality management, design and prototype construction

CONTACT

Mobil: +49 176 / 22 76 36 75
E-Mail: info@your-assistant.de

www.your-assistant.de

ATTRACTIVE INTRODUCTORY OFFER

LEISTUNGEN

OFFICE-MANAGEMENT / BACK-OFFICE

Research, Data acquisition and maintenance, customer support, appointment management, creation of charts & presentations

TRAVELMANAGEMENT

Travel planning and follow-up and accounting

PRESENTATION DESIGN

Creation of professional presentation slides, documentation of processes & regulations

PROJEKT-MANAGEMENT (PMO)

Efficient documentation and securing of results, milestones and action tracking

SOCIAL MEDIA-MANAGEMENT

Set up social media accounts, write articles, create graphics (Canva)

KNOWLEDGE & TOOLS

- MS Office 365 (Word, Excel, PowerPoint)
- Trello
- Canva
- Papierkram
- Skype/Zoom
- Toggl
- SAP
- Google Drive
- LastPass
- Hootsuite
- Social Media (Instagram, Facebook, LinkedIn, XING)

PRICES

You can find my prices on my website
www.your-assistant.de