

SVENJA STAPPER

*08.01.1990

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TITLE

M.A. Interior Architecture
B.A. Interior Architecture
Zumba® Instructor

ABOUT ME

Teamwork



Organizing



Leadership



SKILLS

Trello



Asana



Google Docs



Slack



Microsoft Word and Excel



Adobe Indesign and Photoshop



Canva



Tailwind



LANGUGES

English



Italian



Since January 2019 Self-employed

Virtual Assistant for Content Management and Design

- Content Management for Websites, Blogs and Pinterest Accounts
- Design and Layout creation for presentations and portfolios
- Research and administrative tasks

Since April 2018 Animation Media Cluster Region Stuttgart (AMCRS)

Assistance Clustermanagement

- Email Management and Calendar Management
- Travelplanning and program organizing
- Managing the News Blogs and Facebook Page

January - Dezember 2018 Lohrmannarchitekt Stuttgart

Projectmanagerin Interior Architecture

- Calendar Management and preparing meetings
- Time Management of all projects
- Backoffice and Mentoring interns

October 2015 - July 2017 HS RheinMain Wiesbaden

Postgraduate studies Interior Architecture

March 2014 - August 2015 Milla & Partner Stuttgart

Project Assistant Architecture

- Email Management und Calendar Management
- Jour Fixe meeting preparation
- responsible for modelling workshop and interns

September 2009 - June 2013 HS OWL Detmold, University of Plymouth, UK

Undergraduate studies Interior Architecture Studies abroad Architecture (3 months)

2006 - 2018 Münster, Detmold, Wiesbaden, Stuttgart

Diverse Jobs in hospitality, as hostess and waitress, and retail

Svenja

virtual assistance