



Julia Schönflug 

DIP. EVENT MANAGER
SOCIAL MEDIA MANAGER
VIRTUAL ASSISTANT

Virtual Assistance

- Event planning and follow-up
- Appointment coordination
- E-mail management
- Marketing - creating graphics (print, digital, flyers, vouchers...)
- Newsletter administration
- Design and/or maintain website

Social Media Management

INSTAGRAM - FACEBOOK - PINTEREST

- Creative Stories, Highlights, Reposts, Guides
- Content, trends and hashtag research
- Planning and uploading of in-feed posts, reels etc. incl. caption creation
- Ads
- Community management
- Page management
- Analysis of accounts

Content Creation

- Graphics, flyers, business cards, vouchers, logos, templates...
- Social Media - content like reel, stories and posts
- Copywriting

Skills

- English, German: Native Speaker
- Visual thinking
- Social Media Management
- MS Office, Canva, Lightroom...
- Photo & Video creation and editing
- WIX, Wordpress and Elementor
- Text writing for blogs, newsletters, website

Values

- Flexibility and adaptability
- Team player and empathic
- Creativity and attention to detail
- Quality conscious and results oriented
- Communicative and open
- Customer and service oriented

Career & Education

- Diploma in Eventmanagement
- The Power of Instagram and Graphic Course

Contact

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Social Media



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