



Maya Ullrich

Profile

With more than 10 years of experience as an executive secretary, I am used to working independently and responsibly, as well as in a team. I keep an eye on things, see what needs to be done, prioritize tasks and complete them in the right order. I am efficient, take responsibility and make things work. I am systematic, focused, disciplined, and able to acquire new knowledge quickly. I adapt quickly to new tasks - and the unexpected - and welcome variety and changing work demands. I can handle multiple tasks while working under changing working conditions. In addition, I am an experienced supervisor during projects, self-driven and experienced in completing tasks, and I meet my deadlines.

Employment history

Personal Assistant / Executive Secretary at ALDI Danmark ApS, Albertslund

September 2012 - Current

- Executive Secretary Category Management (including calendar management, mail answering, confidential sparring)
- Operational Manager for the department
- Financial responsibility (including marketing grant settlement, invoice control, travel budget)
- Back-up for Category Management Master Data team (including proofreading of ad-texts, price checks, creation of price tags and ensuring quality, contract writing, updating/correcting master data)
- Internal communication with ALDI Denmark's companies in Germany, European subsidiaries and national companies
- External communication with national and international suppliers
- Communications with lawyers
- Maintenance of ALDI Denmark's private labels (e.g. application for registration)
- Translations (Danish/German, German/Danish, English/German, German/English, Danish/English, English/Danish)
- Preparation and distribution of weekly and monthly reports
- Follow-up of set targets, optimization of work processes
- Various ad-hoc tasks and troubleshooting

Purchasing Assistant - Central Purchasing at ALDI Danmark ApS, Karlslunde

May 2012 - September 2012

- Drafting of contracts
- Preparation of product specifications for use in tenders
- Obtaining offers
- Maintenance of master data
- Drafting of ad texts and proofreading

Details

Ølbyvej 134, 4600 Køge

26 99 16 84

maya.ullrich@googlemail.com

Date of birth

23.09.1971

Competences

MS Office Word, Excel, PP, SAP, Oracle

Language

German

(Mother tongue)

Danish

(Mother tongue level)

English

(Fluent)

Links

www.linkedin.com/in/maya-ullrich-23722070

Self-employed congress secretary, Køge

August 2010 - May 2012

- Organization and coordination of Germany's largest congress in the field of anesthesia
- Link between external congress organization and national and international congress speakers
- Maintenance of master data
- Preparation of statistics, presentation materials, minutes

Clinical Secretary and PA at the University Hospital Schleswig-Holstein in the Department of Anesthesia, Paramedicine, Palliative and Intensive Care Medicine, Kiel - Germany

December 2001 - August 2010

- Planning and coordinating meetings
- Travel planning
- Correspondence in German and English for the clinic director and all senior doctors
- Planning of scientific activities, such as lecture evenings and training measures
- Responsibility for the Clinics library
- Drawing up of diplomas for students
- Contact person and advisor for students

Legal Secretary at von Appen and Partners, Kiel - Germany

July 1997 - November 2001

- Independent drafting of legal texts in the field of law and notarial services
- Financial Officer
- Archiving

🎓 Education

Legal Secretary at von Appen and Partners, Kiel - Germany

August 1994 - June 1997

- Law, economics, social studies, accounting

📖 References

References are available on request

👤 Personal

I am 51 years old, married and have two adult children. In my spare time I am a passionate winter bather, and train fitness & strength. I enjoy spending time with friends and family, for example in our summerhouse on Enø.