



DIANA BRANDL

Author
Blogger
International Speaker
Coach
Mentor
Networker

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PROFILE

- Founder of The Socialista Projects
- Influencer and Ambassador of the Office Admin Industry
- Head of Regional Group Berlin of IMA (International Management Assistants) in Germany
- C-Suite Senior Executive Assistant with 17 years of experience

PORTFOLIO

- The evolving Executive Assistant - How to become a smart, agile and digital leader?
- Digital@Office: Mastering the Digital Transformation with the right toolbox
- The creation of a strong and effective network in the Digital Age
- From Social Media Marketing to Personal Branding: How to boost your visibility
- Working with the new Millennial generation - the role of the modern PA
- The Art of Self-Marketing for Office Professionals
- The Management Assistant Talent Factory: How to create your top-notch playbook?
- Employer Branding for Management Assistants – how to become the best brand ambassador of your organization?
- Win / win strategies for Executives and Management Assistants

INTERVIEWS AND MENTIONS

- working@office Magazine | Management Circle | SMI Seminars (Germany)
- Exceptional EA blog (Canada) | Tips for Assistants (USA)
- Eventopedia | Practically Perfect PA | VACT Limited (UK)
- Mbt Meetingplace | Swiss Office Management | feelgood@office (Switzerland)

PUBLICATIONS

- Author for working@office, sekretaria, Management Circle, Haufe Akademie, SMI (Germany)
- Author for Executive Secretary Magazine (UK) and Miss Money Penny Magazine (Switzerland)
- Blogger for Eventopedia (UK) and Diligent Corporation (USA)
- Book "Chefsache Assistenz" published in 2018

SPEAKING ENGAGEMENTS AND TRAININGS

- career@office (Hamburg, Frankfurt, Cologne)
- Haufe Kongress (Berlin) | Management Circle Seminar (Frankfurt) | SMI Seminare (Munich)
- The PA Club | The Future Assistant Conference (London) | Executive PA Forum (Dublin)
- Executive Secretary Magazine Webathon | Virtual Assistant Summit (Webinar)
- Office 4.0 and Self-Marketing for Office Professionals by sekretaria (Webinar)
- Swiss Office Fair (Basel) | Assistants Day (Zurich) | ZfU Office Management Summit (Pfäffikon)
- Vonlanthen Group Executive Assistant Summit (Berlin, Nice and Vienna)
- Various events for International Management Assistants (IMA) plus webinars
- feelgood@office Meet Up | Service Partner ONE Office Manager Meet Up (Berlin)
- Inhouse trainings for clients such as Microsoft, Daimler, Pro7, Axel Springer, Roche, Cornelsen
- Personal Coaching & Mentoring of Assistants around the globe

FURTHER ACTIVITIES

- Representative for Germany at the World Administrators Summit in 2018
- ACEA certification received in Dubai in 2017
- Launch of global #WeAreInThisTogether Social Media campaign
- Member of the judge panel at Evento Awards (Finland)
- Online voluntary work for the United Nations (USA)

COMMUNITIES AND ASSOCIATIONS

- IMA: International Management Assistants (Worldwide)
- Digital Female Circle (Germany)
- Global Digital Women (Europe)
- Executive Secretary Magazine community (Worldwide)
- IAAP: International Association of Administrative Professionals (USA)