



## DIANA BRANDL

Author  
Blogger  
International Speaker  
Coach  
Mentor  
Networker

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### PROFILE

- Founder of The Socialista Projects (Facebook Blog for Office Professionals)
- Influencer and Ambassador of the Office Admin Industry
- National Public Relations Officer & Head of Regional Group Berlin of IMA Germany (International Management Assistants)
- C-Suite Senior Executive Assistant with 17 years of experience

### PORTFOLIO

- Digital@Office: Mastering the Digital Transformation with the right toolbox
- The creation of a strong and effective network in the Digital Age
- The #WeAreInThisTogether empowerment movement for Office Professionals
- From Social Media Marketing to Personal Branding: How to boost your online 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?

### INTERVIEWS AND MENTIONS

- working@office Magazine (Germany)
- Exceptional EA blog (Canada)
- Tips for Assistants (USA)
- Eventopedia / VACT Limited (UK)
- Mbt Meetingplace / Swiss Office Management / feelgood@office (Switzerland)

### PUBLICATIONS

- Author for working@office Magazine (Germany)
- Author for Executive Secretary Magazine (UK)
- ProudPA Blogger for Eventopedia (UK)
- Blogger for Management Circle, Service Partner ONE and Heycater! (Germany)

### SPEAKING ENGAGEMENTS AND TRAININGS

- feelgood@office Meet Up (Berlin)
- The PA Club (London)
- Executive Secretary Magazine Webathon (Online)
- career@office (Cologne)
- Swiss Office Fair (Basel)
- Service Partner ONE Office Manager Meet Up (Berlin)
- Vonlanthen Group Executive Assistant Summit (Berlin)
- Various national and international events on behalf of the IMA network
- Inhouse trainings for clients such as Microsoft and Merz Pharma
- Personal Coaching & Mentoring of Assistants around the globe

### FURTHER ACTIVITIES

- ACEPA Certification
- Launch of global #WeAreInThisTogether Social Media campaign
- Regular host for #Adminchat (UK)
- Member of the judge panel at Evento Awards 2017 (Finland)
- Online voluntary work for the United Nations (USA)

### COMMUNITIES AND ASSOCIATIONS

- IMA: International Management Assistants (Worldwide)
- Digital Female Circle (Germany)
- feelgood@office community (Europe)
- Executive Secretary Magazine community (Worldwide)
- IAAP: International Association of Administrative Professionals (USA)
- EPAA: Executive & Personal Assistants Association (UK)