

Sabine Traxler
Professional Office Management



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A-1060 Vienna
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Education

Commercial High School, Vienna
Marketing Management Course, WIFI Vienna
Human Resources Labour Law Course,
WIFI Vienna
Shiatsu Practitioner Professional Training Course

Other Skills

Full competence in MS Office
Word, Excel, Outlook, PowerPoint
German, first language
English, command of written and spoken
language

References

Philip Ginthör
CEO GSA Sony Music Entertainment
philip.ginthoer@sonymusic.com

Manfred Stallmajer
Former GM of Hotel Das Triest
manfred.stallmajer@theguesthouse.at

Mike Mandl
Senior Qualified Shiatsu Teacher, Author
mikemandl@me.com

Erich Krapfenbacher
Former MD of EMI Music Austria
erich.krapfenbacher@aon.at

Work Experience

From 2015
OFFICE MANAGEMENT
Self-employed

2010–2013
SONY MUSIC ENTERTAINMENT AUSTRIA
Assistant to the General Manager
From 2012
PA to Division Head Austria,
Manager Back Office & Administration

2004–2009
HOTEL DAS TRIEST
Assistant to the General Manager of
Hotel Das Triest & Cafe Drechsler

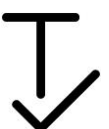
2003–2004
IMPULS SUTRICH
Part-time Team Assistant
in an Alternative Medical Practice

1993–2002
EMI AUSTRIA
1st year Promotion Assistant
2nd year Marketing Assistant
From 1995
Assistant to the Managing Director

1992
SCHLOSSHOTEL ROSENAU
Receptionist

1990–1991
UEBERREUTER MANAGER AKADEMIE
Seminar Organiser

1989–1990
OESTERREICHISCHES VERKEHRBUERO
Clerical Assistant at Austria On-Line
Receptionist at Hotel Astoria



Duties

- . General administrative support such as diary management, complete co-ordination of appointments, correspondence and filing, organising conferences and meetings, minutes taking, preparation of business trips, including travel arrangements, accommodation and expense claims, research and preparation of presentations
- . Event Management, internal and external organising events for clients, business partners and staff
- . HR liaison, co-ordination of HR issues with the GSA headquarters and implementation of all measures in Austria, responsible for personnel-related affairs such as recruitment, writing employment contracts and agreements, liaising with external payroll accountant, absence management, training including budgeting, HR-reports
- . Supervising reception staff
- . Contract negotiations with suppliers such as cell phone providers, in order to optimise costs
- . Facility management, liaising with cleaning services and property management
- . IT co-ordination
- . Office relocation, responsibilities included evaluation, negotiation, design and co-ordination of the entire project
- . Ensuring compliance with the corporate design independently responsible for stationery acquisition and ordering other hotel sundries, creation and update of websites, management of and co-ordination with graphic designer, programmer, photographer and printers
- . Responsible for the manufacture of audio material, co-ordination with artists, producers, recording studios, graphic designers and production centres
- . Organising seminars, communicating with lecturers, designing brochures, direct mailing and billing
- . Financial administrative duties and preparative accounting, responsibilities included the preparation of payments and invoices, banking, management of petty cash, checking commission statements

Qualifications

PERSONAL SKILLS

Well organized, meticulous attention to detail
Goal- & solution oriented
Self-motivated, flexible
Reliable, sense of discretion
Social and interpersonal skills

ASSISTANCE

I have a great deal of experience in successfully supporting executives in the music industry, the hotel business and the health and wellness fields, where I developed my ability to sense and understand their varied needs intuitively, in a reliable and unobtrusive way.

ADMINISTRATION

My work is strongly informed by order, clear structures and logical processes. That is why this field has become my speciality over the years.

HUMAN RESOURCES

I command a working knowledge of Austrian labour law, as well as basing upon seven years of work experience in recruitment, HR administration and personnel support.

CORPORATE DESIGN

I enjoy working with creative people and have learned a lot from them – from the development of a corporate identity to the production and implementation of its elements such as websites, stationery and CDs.

PROJECT MANAGEMENT

The successful relocation of Sony Music Austria's office in Vienna with its 25 workstations, conference rooms and communal areas has been my biggest project thus far. Identifying the steps necessary to achieve planned targets, as well as working strategically towards these goals brings me enormous satisfaction. Furthermore, I enjoy meeting deadlines and working within a set budget.

LANGUAGE SKILLS

Two weeks of language training in Bournemouth, England, 2011
Three weeks of language training in Eastbourne, England, 2012
FCE and CAE Courses at the Cambridge Institute, Vienna in 2013 and 2014, Level: C1 / Advanced

