

NINA ALEXANDRA WOLF

PERSONAL DATA

BORN	1974 in Vienna
NATIONALITY	Austrian
CIVIL STATUS	single (one son, born 2007)
E-MAIL ADDRESS	nw@ninawolf.at
TELEPHONE	+43 664 8789 664
LANGUAGES	German – mother tongue English – spoken and written Italian – basic spoken and written



WORK EXPERIENCE

MDI Management Development GmbH, Mariahilfer Straße 51/1/6, 1060 Vienna
Assistant to Board, Office Management

IBM Österreich, Obere Donaustraße 95, 1020 Vienna
Personal Assistant to Vice President Europe
Personal Assistant to the GTS Management

Mario Plachutta Ges.m.b.H., Wollzeile 38, 1010 Vienna
Personal Assistant to the Managing Director, HR, Office Management

cushion the impact – Lifestyle Management and Concierge Services
Business Design Centre, 52 Upper Street, London N1 0QH, UK
Marketing-Manager

The “cushion the impact” team works for private and business clients who have one thing in common – no time. They take care of private and business correspondence, moving home, booking restaurants and theatre tickets, planning holidays, organising personal papers and household bills, booking doctor’s appointments, picking up dry cleaning, queuing for the latest Harry Potter book and much more.

Mason Rose, 8A Bradbrook House, Studio Place, London SW1X 8EL, UK
Website- and Communications-Manager
Reservations-Manager

Mason Rose is a highly regarded Sales, Marketing and PR agency for the luxury travel and lifestyle industry, located in London. Their clients are some of the most well-known hotels and travel related services in the world.

Athenaeum Hotel & Apartments, 116 Piccadilly, London W1J 7BJ, UK
Conference and Banqueting Manager, Group Reservations Manager
Conference and Private Dining Manager

A family-owned 5-star luxury hotel in Mayfair; rooms, apartments, function rooms

Hotel Regina Kremslehner GmbH, Rooseveltplatz 15, 1090 Vienna
Conference, Catering and Banqueting Manager, Group Reservations Manager

EDUCATIONAL BACKGROUND

September 1992 - Tourism College
June 1994 Diploma in Hotel & Restaurant Management
HLF Höhere Bundeslehranstalten für Tourismus, Krems, Austria

September 1984 - High School Diploma /
June 1992 Field of Classical Studies
Schulbrüder De La Salle, Vienna, Austria

FURTHER EDUCATION

April 2016 Graduation "Professional Trainer Education" – seminar consult prohaska

Since August 2015 Office Organisation
Legal Basics for Start-Ups
Establish Your Own Accounting
Burnout-Prevention
Communication and Sales Conversations
Self and Time Management, how to Motivate Yourself
Demand for Payment
The ABC of Writing
Marketing for Start-Ups
Intercultural Communication and Competency
Gender and Diversity
Strengthen your Strengths

April 2015- University Course "Modern Management – Project Management"
June 2015 Karl-Franzens-University Graz

November and WIFI - Apprentice Instructor
December 2011

November 2008 Course "Self-Employed in the UK"

2003 – 2005 Italian Lessons – Advanced Level

July 2002 Seminar "Cold-Calling and Other Sales Techniques"