



AT TORQ.PARTNERS

LEVEL:

Associate

SPECIALIST FOR:

Highly organized with proven expertise in office management and HR operations, complemented by wide-ranging administrative and commercial skills and strong communication & coordination abilities.

PAST KEY CLIENTS:

Evo Fitness | Pamono | 7Learnings | Hundehilfe Taia e.V. | Biofabrik Technologies GmbH

SPECIAL SKILL:

Exceptional service-oriented mindset with the superpower to create structure from chaos.

CAN ACTIVELY POST IN:

DATEV Rewe, Candis,

WITH TORQ SINCE:

2025

EDUCATION

Bachelor of Arts (B.A.) International Business for Tourism Event Hospitality Management (grade 3.0), European Management School (FH)

**General Certificate of Education (Advanced Level)
Specialization: Nutritional Science, Chemistry & English
, Berufliches Schulzentrum für Gastgewerbe, Gymnasium Dresden**

High School Diploma, Lynwood High School, Washington

Anne Lehmann

Experienced Management Assistant specialized in preparatory accounting, with further expertise in Office Management, project management, and commercial administration

CONSULTANT PROFILE

- ✉ anne.lehmann@torq.partners
- 🗣 German, English,
- 📍 Dresden, Radeberg, Raum Kamenz, Raum Bautzen

[LINKEDIN PROFILE](#)[MEETING LINK](#)

PAST PROJECTS

Evo Fitness | Associate | Preparing Month-End-Closing | Posting in DUO and Rewe

Pamono | Associate | Month-End-Closing | Preparing ASCII Date for Datev Import | Creating Data sheet for matching missing accounts from handover from Netsuite to Rewe

7Learnings | Associate as Interim Finance Managerin | Posting in Finway, Pework Month-End-Closing

Hundehilfe Taia e.V. | Associate | Posting in easyVerein in SKR43

Biofabrik Technologies GmbH | Associate as int. Finance Managerin | Setup new Finance Process for insolvency | Posting in Candis

WORK EXPERIENCE

Executive Assistant to the CEO/Managing Director, Biofabrik Technologies GmbH, 30 employees, 2.2m revenues, 10 years

- Comprehensive Office and Contract Management: Including front and back office operations, and the handling of contracts.
- Financial Administration and Project Support: Covering accounting tasks (preparatory), invoicing, project management (including funding and environmental aspects), and organizational changes.
- Operational Coordination and Documentation: Managing quality, events, resources (procurement, inventory, complaints), document handling, and sales support with bilingual document creation.

Executive Assistant to the CEO/Managing Director, FrühstückZwerge DE (now LieferZwerge® Vertrieb GmbH), 3 employees, 1,5 years

- Partner & Contract Management with Financial Oversight: Handling licensing and cooperation agreements nationwide, along with accounting and financial responsibilities.
- Strategic Planning & Project Execution: Developing and implementing operational processes, creating various business plans, and managing system and product development projects.
- External & Internal Operational Support: Covering public relations, marketing, HR/internship support, customer relations, general office tasks, event preparation, field work, and website management.

Sales and Recruitment Consultant, Bruni Polke Zeitarbeit Dresden GmbH, 600 employees, 1 month

- Broad Scope in Sales and Recruitment: Covering sales acquisition for new and existing clients across industrial, medical, commercial, and engineering sectors, along with comprehensive personnel recruitment and selection processes.
- Client and Employee Relationship Management: Engaging in customer visits and consultations, and handling both customer and employee complaints effectively.
- Operational Personnel Management: Managing personnel scheduling and assignment, conducting employee meetings, ensuring workplace safety, and handling administrative tasks related to payroll and order processing.

NICE TO KNOW

MOTTO:

Committed to creating, adaptable in mastering

MOST IMPORTANT EQUIPMENT:

Google Sheets

HOBBIES:

Volunteer Instructor for Children and Youth – Dance Section (Gymnastics association)

Volunteer Head of Marketing & Sponsorship, including Social Media & Eventmanagement
Gymnastics association

enjoy time with my family and dogs, gardening, keeping aquariums, traveling, and reading

Management Staff Member for Administration, Human Resources & Marketing / Hotel Department Manager, Paracelsus Clinica al Ronc AG, Castaneda/Switzerland (now Swiss Mountain Clinic), 50 employees, 5 months

- Leadership in HR and Quality Management: Held specific responsibility and provided leadership in Human Resources, while also developing and maintaining quality management systems.
- Comprehensive Operational Management: Managed reception front and back office duties (including invoicing and bookings), organized workflows across various hotel departments (administration, reception, kitchen, service, housekeeping), and handled general administrative tasks in HR, logistics, and administration.
- Customer Service and Event Coordination: Provided full reception services including guest care and check-in/out, and organized internal and external events, presentations, and training sessions.




Executive Assistant to the CEO/Managing Director, Client01 – Business Consulting & Startup Coaching, 3 employees, 8 months

- Strategic Planning and Financial Administration: Creating various business plans (financial, marketing, employee) and managing accounting functions.
- External Communication and Business Development: Handling public relations, developing marketing and PR initiatives, providing customer service, and acquiring new clients.
- Operational Support and Coordination: Managing general office tasks, telephone services, scheduling, preparing events (seminars/workshops), conducting field service activities, and maintaining websites.

LEADERSHIP EXPERIENCE:>10 years

TOOL EXPERTISE

ACCOUNTING TOOLS

DATEV (Kanzlei-)Rechnungswesen	
DATEV UO	
Odo	

REPORTING TOOLS

Lucanet	
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OTHER TOOLS

Agenda	Lucidchart
Asana	Microsoft Excel
Billbee	Microsoft Powerpoint
Candis	Miro
Chargebee	Moss
DocuSign	Personio
Easybill	Photoshop
FastBill	pleo
Finway	Qonto
Flowers	Shopify
Getmyinvoices	Spendesk
Google Sheets	Stripe
Google Workspace	
HiBob	
HubSpot	