

Verena Kraus

Project-, Event-, Social Media Management,
Administration & Sales



I am freelance project, event, social media and administration manager based in Munich.

I am looking forward to support you with your next project or event in planning, organization and realization. Furthermore, I can assist you with your social media account(s) or in the field of business administration and sales.

I love to organize, coordinate and support where I can and where I am needed. I am a problem solver and I am always open for learning something new. I enjoy writing and connecting with people. During my career I gained a lot of experience in sales, project management, operational management, key account management and customer service.

I am looking forward to meet you!

Best, Verena

Project- & Event Management

- Concept
- Planning
- Realization
- On- & Offsite

Social Media Management

- Influencer /Ambassador Management
- Account / Community Management
- Content Planning & Scheduling

Content Creation

- Social Media
- Blog Text
- Website Text
- Interviews
- E-Commerce

• Administration/Sales

- Team / Personal Assistant
- Invoicing/Accounting
- Item & Stock Management (ERP & E-Commerce)
- Order Support/Processing

...and many more

contact: hello@verenakraus.com | www.verenakraus.com