

ADMINISTRATIVE BUSINESS PARTNER, YOUTUBE

# LEONIE SENF

+41 78 408 6672

leoniesenf@gmail.com

Sternengasse 4, 4051 Basel

[Leonie Senf](#)



## EDUCATION

**International Management Assistant,  
Foreign Language Correspondent**  
Bayer AG, Werksberufsschule | 2001 -  
2002

### Office Management

Bayer AG, Werksberufsschule | 1999 -  
2001

## EXPERTISE

Calendar Management | Office 365 Suite  
Travel Arrangements | Expense Claims  
Copywriting | Percolate Editing Tool  
Procurement | Smartbuy Ariba  
Event Coordination  
Collaboration Platforms | Sharepoint  
Social Media | Yammer | Instagram

## ACCOMPLISHMENTS

Coordination Employee Onsite Event  
~ 500 attendants  
Administrative Support of divisional  
Townhalls incl. webcast  
Copywriting and Publication of Intranet  
Article on Group Level ~ 1000 views  
Complex calendar handling for 3 Senior IT  
Managers incl. extensive travel itineraries

## LANGUAGES

German | Native Speaker  
English | Business Fluent  
Dutch | Fluent  
French | Business Fluent  
Norwegian | Basic  
Spanish | Basic

## ALSO I AM A

Holder of Swiss Permit C | Hiker | Traveller  
Piano Player | Writer of Short Stories

## PROFILE

Versatile and highly proficient senior administrative assistant with a strong language skill set, empathetic attitude and anticipative for a team's needs, experience in Board and Executive Level support in the areas of Pharma, IT, M&A and Communications for Over-the-Counter medicines

## WORK EXPERIENCE

### Various Admin Positions

Bayer Consumer Care AG | Basel, CH | May 2015 - to date

- Team Assistant, PA to Head of Global Communications
- Team Assistant IT Business Partnering Consumer Health
- Executive Assistant to Head of Regulatory Affairs

### Administrative Assistant Mergers & Acquisitions to Vice Presidents CropScience, Material Science

Bayer AG | Leverkusen, DE | Nov 2012 - May 2015

### Various Admin Positions

Bayer CropScience AG | Monheim, DE | Nov 2002 - Nov 2012

- Board Assistance and Management Support
- Assistant to Heads of Organization & Information -  
Support for Business Systems and Service Delivery
- Assistant to Head of Portfolio Management -  
Business Support