



Hülya Albayrak

Legal Assistant

Service Profile:

Team Assistant, Administration, Organization and Office Management

Job experiences (approx. 20 years):

Several years of experience in the Advertising-, Internet-Agencies and Insurance sector. Team manager, Organization, HR Education Management and Back Office. Customer Care and - Processes.

Advertising-/Marketing-/Internet-Agencies:

DAS Advertising Agency
ACA GmbH

Insurance and Financial Services:

Financial Services Gentschow
Württembergische Insurance Company
DBV-Winterthur Insurances

Automotive:

GTÜ Certificates, Engineering Office ALPHA GbR

Key experiences:

Worked in the commercial sector, Overhead and Back Office departments. Lots of experience in Office Organization, Sales and customer support as well as Administration and Backoffice Service.