

Julia Rechenhofer

Energetic and self-driven with experience in the UAE, KSA and Europe. Excellent relationship management and communication skills. Goal orientated with a hands-on approach.



+971 56 206 2916



Juliarechenhofer@gmail.com

Available for:

- Leading /Supporting events and projects on a senior level
- Team development and coaching
- Consultancy for strategic project developments & improvements

SKILLS & INTERESTS

Soft Skills

- Strong client relationship management and leadership skills
- Multitasking and clear prioritization capabilities
- Excellent time management
- Outstanding organizational & communication skills
- Negotiation skills
- Quick learner

Hard Skills

- AutoCAD basic/ fundamentals
- Proficient in Microsoft Office
- Fluent in German and English
- Basic language level French

Master of Arts & Science in European Studies (EU law, politics & economics) | Europa Universität Flensburg
October 2013 – September 2015

Bachelor of Arts in International Relations | Bond University Robina
May 2011 – April 2013

Research Assistant | Europa Universität Flensburg, Germany
April 2014 – March 2015

Internship | Siemens LLC, Operations and Control Energy Cluster, Dubai
May 2013 – September 2013

EXPERIENCE

Consultancy & Freelance

Ongoing | Consultancy Project Director

- Downtown Design Dubai 2024

March 2024 – Current | Assistant Project Director

- Global AI Summit 2024, Riyadh

May 2024 | Senior Project Lead

- GAIN Assembly with the United Nation Advisory Body on AI and ICESCO

December 2023 – March 2024 | Senior Project Manager & Opening Ceremony Lead

- Human Capability Initiative KSA under Vision 2030 (KSA)

November 2023 – December 2023 | Senior Project Lead

- Michelin Guide Awards Ceremony 2024 Abu Dhabi
- Michelin Guide Food Festival Abu Dhabi 2023

Assistant Fair Director | Art Dubai

May 2023 – November 2023

- Business development and strategy development
- Development of entire fair and curation support
- Overall team management across various departments and support staff
- Building and maintaining key relationships with exhibitors, clients, sponsors and partners, incl. government entities
- Supervising sponsor programmes, installations/exhibitions or special projects
- Year-round engagement with existing clients and new leads
- Liaising with the PR & Comms teams for media campaigns and digital channels
- Overseeing fair and exhibitor content and programme highlights
- Budget management

Senior Project Manager | Avantgarde Dubai and KSA

October 2019 – April 2023

- Managing a team of project managers, junior project managers and interns
- Creating, managing and executing regional and international projects (Exhibition stands, Video shootings, Launch & PR events, and VIP product previews)
- Research and development of new concepts as well as platforms (virtual/ digital)
- Pitching new proposals, new business development & client acquisition
- Planning and monitoring spendings and client budget management
- Client relationship building and management
- Overseeing invoicing and payment processes of projects
- Managing suppliers on all levels (production, hospitality, guest journeys)

Executive Assistant to CEO | Porsche Middle East and Africa

May 2017 – October 2019

- Organization of CEO's meetings & appointments
- Dealer and Importer communication and collaboration
- Organization of top-level management conferences regionally and internationally
- Supporting of Human Resource related tasks and employee management

Training Coordinator in Network Development | Porsche Middle East and Africa
May 2016 – April 2017