

to.YOUR.assistance

You need to find your way in the Basel vicinity, but you don't have the knowledge of the place. It's my pleasure to assist you in the fields indicated below:

personal.assistance

You plan to do business in Basel, you want it to become a success. Let me know your basic concept, your ideas; I realize them for you and arrange for an efficient operation. Your time is precious, too precious for bothering with details. You want to focus on the essential, on your customers and business partners; it's them who make your success.

It is my concern to arrange your meetings to take place at a suitable location with an appropriate ambiance. There are various options, yet, you need to know them. I offer you my advice, discuss my ideas with you and take care of the organisation.

After a hard business day, you like to relax. Having achieved good business over some days, you like to explore our area. Switzerland as well as the neighbouring countries offer a rich variety of attractive points of interest; planning ahead extends the opportunities and helps saving money. I gladly help you with my suggestions, take care of the needed arrangements and escort you.

Should the German language cause a problem to you, I am happy to guide you in English language through the days of your stay. I have enough knowledge of French as well to communicate with you.

relocation.assistance

First impressions count!

You find yourself at a new place in a foreign country; you miss your favourite meal, a haircut would be needed as well. You so much would like to attend your familiar church service, you should sign up for German classes, better today than tomorrow. Insurance companies are after you, the municipal authority expects your registration. These are all little details, but they can make your arrival a big hassle.

According to my personal relocation-experience it is the very first time in a new country that shapes the stay. Once you manage to build up your personal basics and make yourself feel comfortable in day-to-day life, then you can start to explore your new surrounding with lively interest and get to know the unknown.

I offer myself to lead you through the turbulences of the first days after arriving in the Basel area. Having in mind that every person has his own basic needs I try to get you acquainted with the essential usages of our country considering your own personal concerns. Once you have gained ground, things appear to take care of themselves.

event.assistance

There is an event of a particular kind for you and your company to be celebrated. You wish your guests to remember a wonderful and unique get-together having been among them and with them. Let me be of advice to you discussing ideas for an impressive program. While I take care of a smooth operation you can be there for your guests and enjoy the time with them.

People have always been of importance to me, ever since young age. I have been interested in their needs, their joys and difficulties. I tried to help wherever possible. And I have been feeling comfortable among people of all nations, of all kinds. During a three years' stay in London, my international sense for new and unfamiliar things was strongly moulded. At Putney College in London I met and got to know students from all over the world who extended my international concerns. My understanding for different cultures and ways of living was widened by living in the USA for nine years, by 6 years of life-experience in Germany as well as by travelling to new continents.



I then came to the conclusion that there is one thing all people have in common: the conversation by word, by gestures and signs. So I learned to communicate with a minimum of words. As a city guide, a freelance journalist, an English teacher and, last but not least, as a mother of two children I could use and develop my ability to openly approach people. Now, as a personal assistant, I pass this experience on to my customers.

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