

Rachel Pike



Professional Summary

Professional and well-grounded office team member who has experience working within an international environment. Budding developer seeking opportunities in entry-level web development roles.



Work History

02/2020 –
01/2021

HR Administrator

Avenir Group AG, Zurich (CH)

- Writing reference letters for employees working at UBS in Switzerland and handling associated administrative activities
- Acting as a primary point of reference for line managers, advising on HR-related topics
- Liaising with line management advisory and handling escalations
- Ensuring accurate record-keeping and archiving

07-2018 –
10-2019

Administrative Assistant (Fiduciary Services)

F Trust AG, Zurich (CH)

- Handling accounts payable and receivable and expenses lists
- Raising sales invoices
- Liaising with relevant tax offices in German
- Reconciling bank statements
- Drafting client contracts
- Creating documentation for company incorporation and liquidation in German and French
- Providing translations to clientele
- Arranging notary and client meetings
- Acting as an initial point of contact for customers and processing requests



Personal Information

Address

Reckenwinkel 2
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Switzerland

Mobile

+41 76 700 94 34
+44 75 925 09 383

E-mail

rachelpike4@gmail.com

Date of Birth

07.08.1995

Civil Status

Single

Nationality

British



Skills

HTML 5 , CSS 3 &
JavaScript
Microsoft Office



Languages

English (native language)
German C1
French B2

09-2017 –
06-2018

English Teaching Assistant

Lycée Français Marie Curie de Zurich, Zurich (CH)

- Planning and executing conversation classes
- Producing resources to further develop oral skills
- Holding substitution lessons

08-2017 –
08-2017

Administrative Assistant (Temporary)

British Computer Society, Swindon

- Assisting with the standardisation and formatting of document prototypes of a computer literacy certification programme
- Ensuring accuracy in accordance to regulated standards



Education

09-2011 –
06-2013

A Levels

Cirencester College, Cirencester

- French: A
- German: A
- English Language and Literature: B



Awards

Cirencester College Award for Excellence in Languages



Interests

Music (Guitar, Ukulele and Piano)

Reading