



## SKILLS

- Wide range of language skills
- Quick comprehension and analytical skills
- Excellent reliability and a high sense of responsibility

## CONTACT

[REDACTED] Switzerland  
[REDACTED]  
[REDACTED]

## WORK EXPERIENCE

### *Administrator in HR and CRM*

Interflexio AG, Zurich | March 2022 to November 2023

- Selection of applications
- References and letters of recommendation
- Processing of terminations
- Telephone and written customer and employee support in: DE, EN, ES, FR, PT, IT
- Active sourcing of cleaning staff and care takers

### *Retail specialist*

Werner's Headshop, Zurich | October 2021  
until February 2022

- Sales and consulting
- Preparation of store opening and closing with settlement of cash register
- Recording of stock and replenishment of products

### *Head of Membership Services*

Ve.ch Swiss Association for Accounting and Controlling,  
Zurich | February 2021 to September  
2021

- service and terminations of memberships
- Organization of seminars: contact to professors, layout of documents, coordination of the printing order of seminar folders
- Creating concepts for marketing
- Inventory management



## EDUCATION

### *Course as a nail designer specializing in gel and BIAB*

The Gel Bottle Academy, London | February 2023

- Compliance with hygiene regulations
- Anatomy of the nail
- Natural nail strengthening with BIAB
- Nail extension with gel
- Manicure with Shellac

### *Practical service as a language specialist officer*

Andermatt Barracks, Andermatt | June 2022 to September 2022

- Simultaneous and consecutive interpreting
- Conversation management
- Behavioural training

### *Officer school as a transmission pioneer*

Command Support Officer School 30, Bülach | August 2020 to December 2020

- Conflict management and leadership of a group
- Execution of commands of a troop
- Self-management
- Communication and presentation
- behavioural training

### *NCO school, recruit school as sergeant and soldier*

Ik School 61, Frauenfeld | May 2020 to August 2020

- Planning and execution of training for recruits
- Training methodology
- Development of military radio systems in the VHF and HF and command post
- Responsibility for technical maintenance

### *Language stay*

Nueva Lengua, Bogotá | September 2019 to December 2019

### *Commercial apprenticeship profile E*

Interflexio AG | August 2016 to August 2019

- Telephone and written customer and employee support in: DE, EN, ES, FR, PT, IT
- Active sourcing of cleaning staff and care takers
- Invoicing
- Practical training of apprentices

## LANGUAGE SKILLS

German	mother tongue
Spanish	second mother tongue
English	very good oral and written knowledge
French	good oral and written knowledge
Portuguese	good oral and written knowledge
Italian	basic oral and written knowledge

## IT SKILLS

Microsoft Office: Word, Excel, Powerpoint, Outlook, Bexio

## REFERENCES

Will be provided on request.