

## Multilingual Corporate Secretary

**Name:** Carlos Rivera

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### Professional Summary

Bilingual (English & Spanish) corporate secretary with **7+ years of experience** in multinational firms. Strong background in executive support, client relations, and document management.

### Work Experience

#### Executive Secretary

*Nestlé / Vevey, CH / 2017 - Present*

- Managed correspondence, reports, and confidential records for senior executives.
- Acted as a liaison between executives and international clients.
- Organized board meetings and prepared legal documentation.

#### Front Desk Coordinator

*Hilton Zurich / Zurich, CH / 2015 - 2017*

- Provided multilingual support to international guests.
- Managed scheduling for VIP guests and executive staff.
- Assisted in event planning and corporate functions.

### Education

#### Diploma in Office Management & Administration

Geneva Business School, Switzerland | 2013 - 2015

### Skills

- Fluent in English, Spanish, and German
- Meeting & Event Coordination
- Professional Communication & Documentation