

Junior Secretary with a Finance Background

Name: David Schmid

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Professional Summary

Highly organized junior secretary with a background in finance and **2 years of administrative experience**. Passionate about supporting executives and improving operational efficiency.

Work Experience

Administrative Assistant (Internship)

UBS | Zurich, CH | 2022 - Present

- Assisted in document preparation for financial reports and client meetings.
- Managed calendars, scheduled appointments, and coordinated office logistics.
- Supported HR with interview scheduling and candidate onboarding.

Office Assistant (Part-Time)

Swiss Insurance Group | Bern, CH | 2021 - 2022

- Maintained digital records and assisted in data entry.
- Handled office supplies and managed vendor relationships.
- Provided administrative support to finance executives.

Education

Bachelor' s in Business & Finance

University of Bern, Switzerland | 2018 - 2022

Skills

- Office Management & Scheduling
- Google Sheets & Excel (Finance Focus)
- Document & Data Management