



Alexandra Lischer

Office Administrator

Finance and administration

Phone +41 43 222 58 43

Skype [alexandra717277](https://www.skype.com/user/alexandra717277)

alexandra.lischer@transforma.ch

Education:

Between 1988 and 1991 formation in office administration at one of the big Swiss banks in Zug and in 1999 basic studies in travel industry at the IST in Zurich.

Professional experience:

Between 1992 and 1993 worked as an office administrator at a big Pakistani bank in Zurich. From 1994 to 1996 stay abroad in South America and Africa with temporary employments in tourism. Between 1997 and 1998 secretary in a club hotel in the region of Engadin. From 1999 to 2000 touroperating at a travel agent specialised in Africa. From September to November 2000 project management for sponsoring and public relation at an association for people with limited mobility in Solothurn. From December 2000 to 2006 employed as manager's assistant by a well-known international consultancy firm followed by three years as an assistant in a well-respected Zurich law office. Then three years break of maternity with two children. Since August 2012 assistant at Transforma Ltd.

Core areas of expertise:

Service-based, organisational skills, dutiful and reliable, proactive and self-reliant

Languages:

Business German and English; verbal French and Spanish