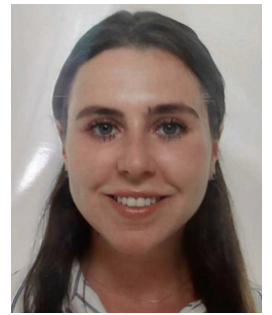


Carolina Sarfatis

Rue Goetz-Monin 26, 1205 Geneva, Switzerland
+41 79 138 28 95 - carolina.sarfatis@hotmail.com
Swiss, Israeli born on 20.11.1995



Business Administration Apprenticeship (Swiss CFC) Administrative assistant

Bilingual French - English
Experience in multinational, university hospitals and legal affairs

PROFESSIONAL EXPERIENCE

CERN, Geneva

Administrative assistant
01.2023 - 06.2023
Temporary mission

Organization of Council sessions, meetings of subsidiary bodies, consultative bodies and working groups of the Council
Administrative support to the President of the Council as well as to the presidents and members of the various committees
Coordination, development and distribution of documents intended for committees

JNC Avocats, Geneva

Administrative assistant
09.2022 - 12.2022
Temporary mission

Telephone and customer reception
Organization of meetings and agendas of the associates
Administrative management of files and the Study
Correspondence writing and mail management
Billing and accounting
Assistance to partners in various tasks related to the operation of the Study

Geneva University Hospitals

Apprentice commercial employee, CFC
Surgery and primary care unit secretariat
08.2020 - 07.2022

Management of reception, telephone, appointments, cash register, workflow
Maintaining documents and databases
Taking and writing the weekly minutes
Preparing schedule for the 9 on-call doctors
Management of the Professor's
Secretariat Writing reports, discharge letters, letters to doctors and institutions
Reservation and organization of surgery for patients in private wards
Establishment of work certificates

KPMG SA, Geneva

Apprentice commercial employee, CFC
Back office, Audit
08.2019 - 03.2020

Management of incoming outgoing mail and packages and archiving
Establishment of contractual documents (mandates)
Request for bank confirmation and legal situation of customers
Invoicing and quarterly closings
Organization of various internal and customer events

T&Z Boss Managements, Israel

Team leader, Online Casino
12.2016 - 01.2018

Liaisons between agents and management & preparation of staff schedules
Coaching and training of staff as well as the organization of competitions
Handling various promotions via email, SMS and VIP Customer Service

Receptionsit

Hauts d'Anières Clinic, Geneva
01.2015 - 12.2015

Management of telephone calls and mail
Preparation of customer insurance reports for reimbursement

La Barcarolle Hotel ****, Nyon
08.2013 - 09.2014

Check-in / Check-out
Preparing breakfasts on the weekend
Maintaining the reservation schedule up to date

LANGUAGES

French	Native language
English	Native Language
Italian	C2
Greek	C1
Hebrew	A1
Spanish	A1

EDUCATION & DIPLOMAS

2019-2022	Swiss fédéral Brevêt Business Administration, Geneva
2016	International Baccalaureate, Penn Foster

COMPUTER SKILLS

Microsoft Office, Word, Excel, PowerPoint, Outlook
Social networks

HOBBIES

Oriental dance and ballet
Yoga - Meditation - Horse therapy

VOLUNTEERING

2016-2017 Lone Soldiers program mediator, Jerusalem
2016-2017 Ethiopian National Project organization, Jerusalem