

PROFILE

General information	Female, age 31, single, no children
Assets	Strong sense of initiative; goal oriented work attitude; extensive project management experience; hands-on attitude; excellent communications skills; experienced in working for multi-national companies
Availability	From 1 June 2012 or by individual arrangement

WORK EXPERIENCE

- 07/2010 to present Corporate Communications Manager
- › Responsible for global communications projects
 - › Writing press releases, briefings and content for internal communications
 - › Handling financial and CEO communications
 - › Project lead for group Intranet/content management group website
 - › Responsible for press conferences and events
- 11/2006 to 06/2010 External and Media Relations Specialist (11/2008 to 06/2010)
- › Definition and implementation of marketing communications initiatives
 - › Responsible for Annual Report, press releases and brochures
 - › Creation of crisis communications plan, member of crisis team
 - › Responsible for online communications including content management of group website and corporate Intranet
 - › Organisation of press conferences and events
- Communications Specialist (11/2006 to 10/2008)
- › Internal communications (responsible for employee magazine, internal campaigns, Intranet content management)
 - › External communications (handling of sponsoring activities, production of promotional material, press releases, community affairs)
 - › Organisation of trade shows, events, VIP- and press tours
 - › Crisis communications

SKILLS

Microsoft Office, Microsoft SharePoint, Morello CMS, SAP, Apple OS X, Adobe Photoshop
German (native speaker), English (fluent in speaking and writing), Spanish (fluent in speaking and writing), Italian (intermediate), French (basics)

NEXT CHALLENGE

Corporate Communications/Investor Relations position; international and challenging work environment; full-time; greater Zurich area

For full CV please contact Natalie Schweigert, Senior Executive Assistant IR club, +41 79 953 35 00