

Alexandra Theiler

Assistant to the COO, Executive assistant with federal FA, communications specialist with federal FA

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She stands for modern assistance that actively shapes, takes responsibility, and creates sustainable structures—committed, forward-thinking, and with an open smile.

Alexandra Theiler has been working as Assistant COO at Kellerhals Carrard since March 2026.

In 2021, she completed her further training as a communications specialist with a federal certificate, and in 2023 she completed her further training as an executive assistant with a federal certificate. She has extensive experience in strategic assistance, internal communications, and project and event management at the executive and board level.

She gained professional experience in companies in various industries, including auditing and trade. She took on responsibility at key interfaces and was responsible for organizing complex decision-making processes, major events, and setting up HR structures, among other things.

Career

- 08/2017 - 01/2020
  Assistant Sales Manager VRE Bern, Coop Genossenschaft
- 03/2020 - 10/2021
  Marketing Communications Officer, Dietrich Isol AG
- 11/2021 - 09/2022
  Executive Assistant and Board of Directors Assistant, Energie Belp AG
- 10/2022 - 06/2023
  Executive Assistant & Project Assistant, Multimedia Networks AG
- 06/2023 - 02/2026
  Head of Management Services Solothurn & Assistant to the Chairman of the Board of Directors, Head of Regional Management Mittelland & CFO, BDO AG

Education

- Commercial clerk EFZ
- Communications specialist with federal certificate
- Executive assistant with federal certificate

Languages

German, English, French