



# Carmen Valzino

Assistant

## Contact

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## Assistance

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Carmen Valzino has been working at the firm since 2005 as an assistant in the management and administration of Swiss and foreign companies. Working independently, she handles the incorporation and liquidation of companies, the preparation of corporate and banking documents as well as formalities with the Registries of Commerce, Chambers of Commerce and various Consulates. She is responsible for managing the AMLA files of one of the partners for the SRO inspections.

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### **Career**

- Since 2005  
Assistant, Kellerhals Carrard Geneva
  - 2004-2005  
Management assistant – VALKER FINANCE SA – Geneva
  - 1997-2003  
Assistant to Counselor Augustin Suarez, an attorney in Geneva
  - 1994-1997  
Assistant to Counselor Yves Pirenne, an attorney in Geneva
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### **Education**

- 1989-1993  
School of Translation and Interpretation - University of Geneva – Translation diploma (French, English, Spanish)
  - 1986-1989  
Belvedere Cantonal Gymnasium, Lausanne
  - Federal Maturité (high school diploma) type B (Latin-English)
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### **Other Activities**

- Town Councillor, Penthaz – VD
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### **Languages**

French, Spanish, English, German

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