

Carmen Valzino

Assistant

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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.

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

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)

Other Activities

- Town Councillor, Penthaz – VD

Languages

French, Spanish, English, German
