

Cristina Ponzio

Assistant, Commercial Employee

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'The scars are a sign that it has been hard. The smile is the sign that you made it.' – Mother Teresa of Calcutta

Cristina has been the legal secretary and assistant of Giovanni Stucchi since 2000, since September 2021 of Costante Ghielmetti and since January 2026 of Michel Morelato as well. She handles general legal and notarial secretarial work, client contact, correspondence, billing, and back office work. Cristina is a dynamic and creative person, who also dedicates her spare time to self-care, both from a wellness perspective, with excursions in the mountains and sports activities, and in cultivating her passions.

Career

- Since September 2000
  Legal secretary at Kellerhals Carrard Lugano SA, Lugano, Switzerland
- December 1998 – August 2000
  Secretary/switchboard operator at Centro Tecnico Radio TV Steiner (Steiner Radio & TV Technical Center), subsequently Interdiscount SA, Lamone

Education

- Participation in various courses/seminars organized by the Centre Patronal and the Swiss Federation of Notaries (FSN)
- 2004–2005
  Legal secretary course at the Fondazione Centro di Perfezionamento Commerciale (Lugano Business School), Lugano, obtained legal secretary diploma
- 1997
  3-month language course in Wimbledon (Milner School of English), obtained Preliminary English Test (PET) diploma
- 1996–1997
  Au pair (caring for three children) for 1 year with a bilingual family (German/French) in Bern and attended evening classes in German (Berlitz Schools of Languages AG, Bern)
- 1995–1996
  Scuola Professionale Commerciale, Bellinzona (Bellinzona Business School), obtained Vocational Diploma in Business
- 1992–1995
  Scuola Professionale Commerciale, Bellinzona (Bellinzona Business School), business apprentice at Atel-Inelectra SA, Bellinzona, obtained Administrative Assistant Diploma

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Languages

Italian, French, English, German
