

Dana Kotlar

Assistant

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Committed, empathetic and helpful – as an assistant, I work in an efficient, organized and supportive manner, with a clear focus on streamlining processes and optimizing results

As a legal and notarial assistant, Dana Kotlar supports Dr. Lukas Bopp, Prof. Dr. Daniel Staehelin, Dr. Milena Grob, Dr. Dominik Tschudi, and Stefan Fasel in their respective fields of expertise. In line with her professional activity, she is further deepening her legal understanding by pursuing a degree in Business Law at the University of Applied Sciences Northwestern Switzerland in Brugg.

Career

- Since December 2024 Legal assistant at Kellerhals Carrard, in Basel
- 2022–2024
  Accounting Specialist at Bank CIC (Switzerland) Ltd.
- 2019–2022
  Commercial training at Bank CIC (Switzerland) Ltd.

Education

- 2022-2024
  Vocational baccalaureate, business pathway
- 2019-2022
  Commercial apprenticeship

Languages

German, English, Italian, Croatian
