

Federica Giacinti

Assistant

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'Life is like a mirror. Smile at it and it smiles back at you.' – Peace Pilgrim

Federica Giacinti is the legal secretary and notary publicassistant of Andrea Fioravanti, Attorney, Davide Ceroni, Attorney, and Micol Morganti Perucchi, Notary Public. She handles general legal and notarial secretarial work, client contact, correspondence, billing, and back office work.

Career

- Since 2003
  Legal secretary at Kellerhals Carrard SA Lugano, Lugano, Switzerland

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Education

- 1999–2002 Scuola Professionale Commerciale (Professional Commercial School) in Bellinzona (Business apprentice in the municipality of Claro) Administrative Assistant Professional Certificate
- September – October 2005
  English language courses at the International Center for American English, San Diego, California, USA
- August – December 2007
  Certificate in English (FCE) at GEOS International Colleges Oceania, Perth, Australia

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Languages

Italian, English
