

Paola Bianco Ronchetti

Legal and Accounting Assistant

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'Give every day the chance to become the most beautiful day of your life.' – Mark Twain

- Since 1990: Legal secretary with duties consisting of account management and administration; correspondence in Italian, English, and French; drafting contracts in Italian and English; organizing meetings; independent management of uncomplicated cases.
- Since 2017: Accounting assistant with duties consisting of regularly keeping and updating the accounts; carrying out general accounting tasks such as double-entry bookkeeping, Chart of Accounts (COA) reporting and managing the payment schedule; managing the paperwork related to sales and purchases; managing incoming payments and reimbursing employee expenses.
- Since 2017: Public notary assistant working with a public notary in the firm

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Career

Since 2017: Legal secretary and accounting assistant at Kellerhals Carrard Lugano SA, Lugano, Switzerland

2001–2017: Legal secretary at PSMLaw SA, Lugano, Switzerland

1990–2001: Legal secretary at Sganzini Bernasconi Peter & Gaggini, Lugano, Switzerland

1988–1990: Administrative assistant at Timdi SA, Lugano, Switzerland in charge of invoicing and exchanging documents with banks and clients regarding the import and export of lumber between certain African countries (Ivory Coast, Cameroon and Ghana) and European countries.

1987–1988: Sales representative at Mafrala SA Real Estate, Lugano, Switzerland

1983–1987: Executive secretary at Elc Electroconsult SA, Lugano, Switzerland

1981–1983: Accounting assistant at Studio fiduciario e contabile Vescovi, Chiasso, Switzerland

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Education

1977–1981: Secondary School Diploma in Business, Chiasso, Switzerland

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Languages

Italian, French