



Sabrina Grandi

Assistant and receptionist, University Degree in
Linguistics Mediation

Contact

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At work, she is reliable and works well with her colleagues. She enjoys being around other people even though she can be somewhat reserved. Outside of the office, her interests include CrossFit, travel and detective novels.

Sabrina is the secretary for the finance team. Her responsibilities include scheduling appointments, writing reports and business presentations and translations from/into foreign languages. She manages the firm's Swiss LegalLAB platform, as well as carefully reviewing and translating contracts and guidelines before they are published.

She is also responsible for greeting clients and taking phone calls.

Career

- Since 2016
Secretary and receptionist at Kellerhals Carrard Lugano SA, Lugano, Switzerland
 - Previously: A wide range of experiences as a translator, front desk roles, and teaching English and German language courses
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Education

Secondary School Diploma in Modern Languages

University Degree in Linguistic Mediation

Languages

Italian, English, German, French, Spanish
