

Sandra Halbeisen

Assistant

Contact
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Since July 2023 Sandra has assisted the Startup & Venture Capital Desk Team in Zurich as an Executive / Partner Assistant.

Prior to working at Kellerhals Carrard Sandra spent more than 10 years in the top end of the hotel and catering industry in Switzerland and abroad. She also worked for long time on the organisation committee for Swiss festivals, always focussing on hospitality and administration and most recently transferred to executive search as an executive assistant and project coordinator.

Expertise

Startup & Venture Capital Desk

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Career

- From 2023
  executive / partner assistant, Startup & Venture Capital Desk Zurich
- 2017-2022
  executive assistant / project coordinator, Russell Reynolds Associates, Zurich
- 2011-2017
  hospitality management / administration Tom Talent Entertainment AG / Zermatt Unplugged, Zurich & Zermatt
- 1999 – 2011
  sundry employment in the hotel industry in Switzerland and abroad

Memberships

- IMA – International Management Assistants (www.ima-network.org)

Languages

German, English, French