

Sofiia Orlova

Assistant, MLAW

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Structured and reliable assistant who values teamwork and clear communication, bringing a hands-on mentality to team support.

Sofiia is a Team Assistant in the Startup & Venture Capital Desk at Kellerhals Carrard in Zurich, supporting the team in organisational and administrative matters and contributing to smooth daily operations.

Before joining Kellerhals Carrard, she worked at a law firm specialising in start-ups, where she supported the team with office coordination, executive assistance and general administrative tasks.

Prior to relocating to Switzerland, Sofiia gained several years of experience at the Court of Appeal in Ukraine, working in various administrative roles within a legal environment.

Career

- Since 2026
  Team Assistant Startup & Venture Capital Desk, Kellerhals Carrard
- 2023-2024
  Operations & HR Manager, LEXR Law Switzerland AG
- 2022-2023
  Executive Assistant, LEXR Law Switzerland AG
- 2012-2019
  Executive Assistant & Deputy Office Manager, Court of Appeal

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Education

- 2020
  Bachelor of Psychology, Odesa National University Mechnikov
- 2013
  Master of Law, Odesa National University Mechnikov
- 2012
  Bachelor of Law, Odesa National University Mechnikov

Languages

German, English, Russian, Ukrainian