

Yvonne Müller

Senior Assistant

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"Do what you can, with what you've got, where you are." (Theodore Roosevelt)

Experienced administrative assistant with international expertise, a passion for languages, a team-oriented mindset, and a solution-oriented, proactive approach to work.

Career

Since 2026: Senior Assistant in the teams of Dr. Nicolas Mosimann and Dr. Marco Balmelli, Kellerhals Carrard KIG, Basel

2023 - 2026: Assistant in the team of Dr. Marco Balmelli and central invoicing clerk, Kellerhals Carrard KIG, Basel

2020 - 2023: Partner's assistant in the team of Dr. Claudia Götz Staehelin, Kellerhals Carrard KIG, Basel

2006 – 2019: Executive Administrative Assistant / European Office Manager, Universal Avionics Systems Corporation

2002 – 2005: Executive Assistant, Avionics Integration & Engineering Corporation

2001 – 2002: Executive Assistant, Fiege Goth AG

1991 – 2000: Executive Secretary, Jet Aviation Basel AG

Languages

German, English, French, Spanish
