



# MANUELA MATHIS

Assistant

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Manuela Mathis is responsible for all administrative work within the law firm. Together with her colleagues, she manages the internal accounting and participates in all business management projects. Furthermore, she supports our attorneys and notaries in notarial certifications and apostils.

## Languages

German, English

## Curriculum Vitae

- Assistant at GHM Partners AG (since 2017)
- Customer Advisor and Receptionist, Zug Compensation Office (2014–2016)
- Vocational baccalaureate diploma (2014)
- Au-Pair in Morges (2012–2013)
- Back Office Assistant at R. Beeler & Partner AG, Zug (2010–2012)
- Business School (2010)
- Photography Specialist at Foto Optik Grau, Zug (2008–2009)
- Apprenticeship as a Photography Specialist at Foto Optik Grau, Zug (2005–2008)