



# ELENA HEGGLIN

Assistant

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Elena Hegglin is responsible for all administrative work within the law firm. 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, French

## Curriculum Vitae

- In further education to Bachelor of Science in Business Law FH
- Assistant at GHM-Partners AG (since 2021)
- Assistant Sales and Marketing at AllVital, Baar (2019–2021)
- Assistant Human Resources, KBZ, Zug (2019–2020)
- Sales Employee at Treichler AG, Zug (2018)
- Passerelle Reussbühl, Lucern (2017–2018)
- Executive Assistant at City Hotel Ochsen, Zug (2016)
- Vocational Baccalaureate type Economics, KBZ, Zug (2015–2016)
- Education as Commercial Employee with Federal Diploma of Vocational baccalaureate at KBZ, Zug (2012–2015)