



Noémie Anna Scheidegger

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23.12.1996

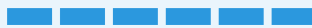
6055, Alpnach Dorf Switzerland

SKILLS

- Ability to work under pressure
- Fast Learner
- Communication and organizational Skills
- Microsoft Office
- Google Analytics
- Customer Service
- Sales
- Critical thinking
- Creative writing
- Social Media

LANGUAGES

German



Native

English



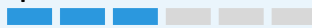
Bilingual or Proficient (C2)

French



Upper intermediate (B2)

Spanish



Intermediate (B1)

HOBBIES

- Yoga
- Golf
- Screenwriting
- Photography
- Going to the movies
- Fashion and styling

EDUCATION

2017 - 2020

Field of Study, Economics, and Management

University of Lucerne, Lucerne, Switzerland

2020 - 2022

Bachelor of Arts, Social and Communication Sciences

Major in Media Sciences

University of Lucerne, Lucerne, Switzerland

PROFESSIONAL SUMMARY

Organized and dependable candidate, successful at managing multiple priorities and tight deadlines with a positive attitude. Adept in various social media platforms.

Multilingual, hardworking, and ready to join my next team.

PROFESSIONAL EXPERIENCE

Golf Club Sempach, Hildisrieden, Switzerland

Deputy Event & Front-Desk Manager (100%)

May 2023 – November 2023 (temporary contract)

- Organized various golf tournaments (internal and external) and acted as the first point of contact for everything during the tournaments.
- Advised on a wide range of queries in person, via email, and over the phone.
- Managed the golf shop, selling golf utilities and ordering specific products.
- Attended the bar at the reception.

Maxon Motors ag, Alpnach Dorf, Switzerland

Business Coordinator (60%)

December 2020 - September 2021

- Generated proposals with Word and Powerpoint for the supervisor.
- Facilitated communication with clients and team members to improve business strategy and operations.
- Supported activity for invoicing, forecasting, and analysis for ongoing projects.
- Acted as the first point of contact for the Asian market.

Sales Intern (100%)

June 2020 - August 2020

- Led a Workshop for organizing their customer folders.
- Shadowed sales professionals to gain deeper insight.
- Supported sales team with administrative assistance.
- Being part of the project team responsible for the new ERP system