



ISABELLE A. SPECK

ASSISTANT PRIVATE BANKING /
JUNIOR BUSINESS MANAGER

CONTACT

+41 79 930 73 31

isabellespeck29@gmail.com

Switzerland | open to
relocate to UAE

Nationality: Swiss

Visa: sponsorship required

available July 2026

SKILLS

- Private Banking Operations
- UHNW Client Support
- Relationship Management
- Executive & Business Unit Support
- KYC / AML / Compliance
- CRM (Avaloq, Bloomberg)
- Microsoft Office

LANGUAGES

- German (native)
- English (fluent)
- French (fluent)
- Russian (basic)

PROFILE

Administrative and business support professional with nearly 10 years of experience in private banking and wealth management, supporting senior management and client-facing teams in international environments. Strong expertise in executive coordination, calendar and meeting management, documentation and CRM, combined with exposure to regulated financial operations. Recognised for organisation, discretion and reliability in fast-paced settings. Motivated to relocate to the UAE as a personal and professional development step.

WORK EXPERIENCE

- Bank Vontobel, Zurich** 02/2023 - PRESENT
Assistant WM & Junior Business Manager
Central & Eastern Europe market
 - Executive assistant and business support to the Business Unit Head
 - Coordination of UHNW client meetings, international visits and events
 - End-to-end CRM management (KYC reviews, account openings/closures, mutations)
 - Support of pipeline management, budgeting and reporting
 - Payments, FX, trades, credits, overdrafts, fiduciary maturities
 - Implementation of new internal guidelines and regulatory requirements
 - Organization of workshops and internal trainings (FIDLEG, AML, cross-border)
- Client Success Manager** 01/2022 - 01/2023
 - Advisory and administrative support for digital affluent clients
 - First-line client support and outbound communication
 - Process optimization and improvement of the client journey
 - Close collaboration with product owners and internal stakeholders
- Assistant WM Nordics (*limited contract*)** 03/2021 - 12/2021
 - Client onboarding/offboarding and documentation
 - Administrative support for multiple Relationship Managers
 - Transaction execution, payment investigations, market order placement
 - Support in investment advisory services
- VP Bank, Vaduz, Liechtenstein** 01/2020 - 11/2020
Client Advisor Assistant Trustees & Lawyers
- UBS AG, Zurich** 09/2015 - 12/2019
Banking Assistant, Corporate Aircraft Financing
Executive Assistant, Media Relations
Recruiting Coordinator

EDUCATION

2023

UNIVERSITY OF BELGRADE /
RUSSISCH SPRACHSTUDIO

- Russian A1/A2

2021 - 2022

IFFP ZURICH

- Financial consulting

08/2017 - 08/2018

CYP ZURICH

- Banking & financial essentials

01/2015 - 10/2016

KV WINTERTHUR

- Personal Assistant

08/2008 - 07 /2011

KV ST. GALLEN

- Kauffrau / Business Administration

ADDITIONAL EXPERIENCE

- Karate instructor
- professional bartender
- home-bakery

REFERENCE

- available upon request

ISABELLE A. SPECK | ASSISTANT PRIVATE BANKING / JUNIOR BUSINESS MANAGER

- **HAYS (Schweiz) AG, Zurich** 12/2014 - 08/2015
Assistant / Receptionist
 - personal assistant to Branch Manager
 - permits for hired contractors
 - administrative support of the branch (rental contracts, trips, newsletters)
- **CulturalCare , New York, USA** 08/2012 / 05/2014
Aupair / Nanny
 - childcare in a family with 4 children
 - kids activities
 - household support
 - family trip support
- **Die Schweizerische Post, Zurich** 08/2011 - 08/2012
Junior Sales Assistant (1-yr programm)
- **Die Schweizerische Post, Zurich** 08/2008 - 07/2011
Apprenticeship as Business Administrator (KV - Kauffrau Profil E)