

# JASMINE DERUNGS

## Profile

I am naturally curious and thrive in environments where things are constantly moving and changing. Through my experience in hospitality and administrative support, I've learned the value of staying organized, keeping a cool head under pressure, and always treating people with respect and patience. My strong communication skills in German, English, French, and Arabic help me connect with people from all backgrounds, something I truly enjoy about my work. I'm not afraid to ask questions or take initiative and have found that my enthusiasm for learning and helping others pushes me to improve every day.

## Professional Experience

### LGT Private Banking, Dubai, UAE

Executive Assistant – Event Management & Marketing – CEO & Management Office

06.06.2025 – 06.12.2025

Provided high-level support to the CEO and executive management, including complex calendar and travel management. Organized and coordinated meetings, international conference calls, and full-scale events for clients and staff, taking charge of all aspects of event management such as sending RSVPs, managing guest registration via Eyevip, and overseeing every detail from planning to execution. Managed confidential correspondence, recorded and distributed meeting minutes, and acted as a liaison across all business levels and head office teams in several countries. Supported marketing and PR activities, including preparing press releases, arranging client gifts, and promoting events to enhance engagement. Consistently ensured compliance with all AML and regulatory requirements (DFSA), while proactively resolving service issues, handling complaints, and contributing to ongoing process improvements.

### LGT Private Banking, Béldern, Liechtenstein

Assistant in Supply Management (Internship)

2022 – 2023

Independently managed administration, email correspondence, scheduling, and meeting organization. Developed negotiation skills and strategic planning experience in procurement. Gained strong communication and problem-solving abilities through interactions with suppliers.

### Swiss Heidi Hotel, Maienfeld, Switzerland

Receptionist

2019 – 2022

Welcomed and assisted a diverse, international clientele, effectively utilizing language skills. Managed booking requests and guest queries, ensuring a positive and efficient front-desk experience. Strengthened customer service, multitasking, and conflict-resolution abilities.

## Education

Vocational Commercial School & WMS Kantonsschule, Sargans, Switzerland

Federal Diploma of Vocational Education and Training (EFZ) with Federal Vocational Baccalaureate (BMS), Major in Languages & Business

Graduated: 2024

## Tools & IT Skills

- SAP Concur (Travel and expense management)
- Abacus (Finance and administration)
- Microsoft Office Suite
- Eyevip (Event Management)

## Certifications

- Certificat de français professionnel B1 – DELF (2023)
- Certificate in Advanced English (CAE), Cambridge University (2023)
- ICT Advanced-User SIZ
- Swiss Certificate of Competence in Commerce (EFZ) with Federal Vocational Baccalaureate (2024)

## Languages

- German (Native)
- English (Native)
- Arabic (Native)
- French (Fluent)

## Key Skills

- Excellent communication and teamwork
- Strong attention to confidentiality and initiative
- Highly organized and reliable with the ability to prioritize complex tasks
- Fast learner, flexibility, resilience, and high sense of responsibility