



## Corina Bortolas

Head of secretariat

Telefon: +41 44 838 19 94

E-Mail: c.bortolas@beeaccounting.ch

### Main areas of activity

- Administrative management
- Management assistance

### Languages

German, English

### Education

- 2014 - 2015 Marketing Manager Communications & Events, Swiss School of Live Marketing, Zurich Oerlikon
- 2010 - 2012 Higher technical college for the Dipl. Tourismusfachfrau HF, Zurich

### Professional background

- Since 2024 Head of the Secretariat at beeaccounting ag
- 2018 - 2024 Administrative Assistant and Office Staff Member at Kanzlei im Turm AG
- 2017 Head of Services at the BVK
- Since 2016 Freelancerin at knecht reisen ag