



Sandra SCIBOZ

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CAREER SUMMARY & OBJECTIVES

International Commercial and Operations Specialist with over 20 years' experience in Luxury, FMCG and Industrial business.

I am looking to work for a company with an international scope that would allow me to use all my operational and management competences and experience as well as my language skills.

I am recognized for my expertise in team and projects management, defining strategy and business development and profitability, as well as initiate or improve processes while focusing on mobilizing the teams on their objectives.

Dynamic, rigorous, focused and solution-oriented, autonomous, proactive, analytical, persevering, respectful is how I am defined at work.

I am fluent in French and English with an excellent command of German.

PROFESSIONAL EXPERIENCE

2017 -

Director

ASA-Valais, Sion – Association to assist - through inclusive activities - persons with mental disabilities

- ✓ Finances – responsible for the budget, implementation of cost accounting, monitoring of contractual objectives and benefit mandates (State and Canton)
- ✓ Business management – ensures the general management of the association and its holiday chalet, initiates the implementation of the new internal processes, validates and supervises the offer of sociocultural activities, defines the strategy in agreement with the Committee
- ✓ Project management – responsible for developing and setting up a dedicated database, monitoring quality certification and ensuring the application of security measures
- ✓ Team management – management of an administrative team of 5, and a team of more than 140 persons supervising activities (18 equivalent full-time), management of employees' work plans
- ✓ Marketing – project development, communication, fundraising
- ✓ Project Manager - Réseau Romand ASA - controlling & evaluation of the group members (activities, performance, etc.)

2013 – 2016

Commercial Operations Director – Deputy CCO

Eversys SA, Ardon – Leading edge professional coffee machines manufacturer and distributor

- ✓ Finances (Commercial) – implemented reporting and budget control, sales financial analysis, credit policy
- ✓ Business management – initiated internal processes, defined and implemented the company's software (WinBiz), organised the commercial database, set up the statistical software and database (Odyscube), managed all commercial contracts
- ✓ Account Management – developed the distribution network, negotiations, increase of sales, identify new business partners
- ✓ Project Management – responsible for several business & customer related projects leading to successful results (certification)
- ✓ Team Lead – managed a team of 2 persons (customer service), evaluated performance, defined objectives
- ✓ Marketing – organised international fairs, developed the pos material as well as corporate presentations

2012 – 2013

Organisational Auditor & Assessor in Recruiting Processes

Acord Consulting, Sion – Auditing and HR Solutions

- ✓ Prepared organisational audits, with implementation of corrective measures
- ✓ Mandated to guide municipal directors in their recruitment process (define role and profile, interviews)– with success

2011 – 2012

Finance & Treasury Administration (temporary mission)

Alcon Pharmaceuticals Ltd (Novartis Group), Fribourg – Worldwide leader in Eye Care

- ✓ Administrative Management, controlling and monitoring – various files, contracts, budgets, organisation, intranet
- ✓ Implementation of new procedures – e-banking, database

2010 – 2011

Business Development Manager (temporary mission)

Les Laboratoires Hélénière, Montreux – International Skincare Company

- ✓ New projects development – resulting in the creation and sales of new lines for the brand
- ✓ Marketing – set up various files (technical, press releases, product files), update the website
- ✓ Commercial – implementation of a price and margin strategy, management of customers and sales staff

2001 - 2008

Head of Sales & Export

Art & Fragrance SA, Zürich – Luxury Goods Company. Presence in over 8'000 doors worldwide

- ✓ Member of the Board – implementation of reporting, strategic action plan, objectives
- ✓ Responsible for the Groups' sales strategy – pricing and margin strategy, new market acquisition, customer development
- ✓ Lead of Sales & Export department (7 persons) – team coordination and organisation, work load and process evaluation
- ✓ Key Account Management – development, increase of sales volume (Japan, Asia, Middle-East) by defining a bespoke strategy
- ✓ Responsible for budgeting, sales forecasts, marketing activities customer related
- ✓ International launches – new product development, participation to international fairs, organisation of conventions

1999 – 2001

Assistant Manager

Les Laboratoires Héliènère, Montreux – International Skincare Company

1997 – 1999

Import-Export Assistant

Nestlé International, Vevey - Countertrade department - World's leading Nutrition Company

1995 – 1996

Logistics Administrative Employee

Nestlé International, Vevey – F.I.S. Châtel - World's leading Nutrition Company

1995

Exports Administrative Employee

Trouvay & Cauvin, Fribourg - Global Piping Solutions Provider

SKILLS

Languages	French German	Mother tongue Excellent (C1)	English Spanish	Fluent (C2) Knowledge (A2)
IT	ERP Office Website	Navision, SAP, WinBiz Office, Word, Excel, PowerPoint Prestashop, Wix, WordPress	Emails Operating sys. Database	Outlook, Mail Windows, Mac Filemaker, Odyscube

EDUCATION

Diplomas

1993 – 1994 University, Montpellier (France)

- ✓ University level in Economic and Social Administration

1991 – 1993 International Trading High School “Esicad”, Montpellier (France)

- ✓ BTS in International Trade (Patent of High Level Technician)
- ✓ European Diploma of Commercial Studies

1990 – 1991 Academy of Languages and Trade, Geneva (Switzerland)

- ✓ Bilingual Certificate of Executive Assistant (French – English)
- ✓ Geneva Chamber of Commerce and Industry Certificate
- ✓ British-Swiss Chamber of Commerce Certificate
- ✓ First Certificate of Cambridge

1988 – 1989 International Boarding School “La Chassotte”, Fribourg (Switzerland)

- ✓ Baccalauréat A2 (Letters and Languages)

1976 – 1988 French schools of La Havana (Cuba), Bonn (Germany) and Bangkok (Thailand)

Trainings

2012 Courses of Personal Development & Leadership

2010 Courses at the Swiss Procurement Forum (ASAA)

- ✓ Anybody can order, but few people can buy
- ✓ Relationship supplier – buyer and buying negotiation

2009 David veen Huys, Coaching

- ✓ Marketing Yourself

PERSONAL INFO

Date of Birth	31 st October 1972
Nationality	Swiss
Civil Status	Single