

Zug, January 26th, 2023



Hi,

My name is Pernilla Sörman, I'm 54 years old. I live in Walchwil, Switzerland, since 1st of July 2021.

I'm originally from a town called Uppsala, in Sweden, moved from Uppsala when I was 18 to Stockholm.

Worked in Stockholm at different companies as a conference hostess, finance assistant, and payroll assistant before I ended up with what I love most – as an executive assistant.

I relocated to Switzerland within my current employment as an Executive Assistant (since 2015) for a Swedish company group, to establish a newly incorporated Swiss subsidiary, Fingerprint Card AG. Fingerprint Cards is a listed world-leading biometrics company.

My project in Switzerland was among other things to find everything needed for the subsidiary and the connected executives to be up and running as soon as possible; to establish the right contacts, such as finding premises, accommodation, external service firms like accounting firm, law firm, IT support, handyman, apply for work permits etc. It was incredibly exciting and educational.

I mainly support the CEO and the Board, but also the CFO and rest of the Management if time allows.

I am the spider in the net; I arrange calendar planning (outlook), make travel arrangements, events, conferences such as strategy & budget meetings and take care of executives' travel expenses – meanwhile the executives can focus on their core tasks. I work in programs such as DocuSign and Admin Control (Board portal) on a daily basis.

Our largest business is in China, so I have also supported executives with complex visa applications for China entrance.

My job is to get the key persons in the company to function and thrive, making their everyday life easier.

I am now looking for a new job opportunity since we are closing our Zug office.

Pernilla Sörman
Hinterbergstrasse 27 b 6318 Walchwil Switzerland
Mobile: 079 194 07 07

I have a Swiss work permit and study German.

Freundliche Grüsse,

Pernilla Sörman

079 194 07 07

References:

Christian Fredrikson, former CEO of Fingerprint Cards

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Rebecca Stein, Head of Legal Fingerprint Cards

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Leif Frykman, LEGALWORKS NORDIC AB Lawyer – Founder (interim General Counsel at Fingerprint Cards)

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Pernilla Sörman
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Mobile: 079 194 07 07



Pernilla Sörman

Executive Assistant

pernilla.sorman@gmail.com

079 194 07 07

Hinterbergstrasse 27, Walchwil,
6318, Switzerland

Date / Place of birth

30.10.1968 / Uppsala, Sweden

Driving license

Yes

Nationality

Swedish

Profile

I am an Executive Assistant and have worked as such for many years. And I love it!

Work Experience

Executive Assistant at Fingerprint Cards AG, Zug

07/2021–Present

Management and Board facilitation

Calendar Planning for CEO, CFO and the Board

Corporate Administration

Coordinate and plan Travel and meeting arrangements

Expenses

Develop office and administrative routines

Projects - plan and follow ups

Latest project - moving to Switzerland (accommodations, work premises, permit, lawyers, book keeping, carpenter etc.)

Executive Assistant at Fingerprint Cards AB, Stockholm, Sweden

08/2015–06/2021

Management and Board facilitation

Calendar Planning for CEO, MT and the Board

Corporate Administration

Coordinate and plan Travel and meeting arrangements

Expenses

Develop office and administrative routines

Projects - plan and follow ups

Project - Office relocation - moving to new premises and renovating them.

Social Links

[LinkedIn](#)

Skills

Ability to Work in a Team

Ability to Work Under Pressure

Service Management

Highly Organized

Problem Solving

Event Planning

Calendar Management

Microsoft Office

Hobbies

Meditation, gym, skiing, baking, hiking, travel, spending time with my family and friends, travel

References

Christian Fredrikson Former CEO from Fingerprint Cards AG

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079 194 80 80

Rebecca Stein Head of Legal from Fingerprint Cards AB

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Leif Frykman Lawyer and Founder from Legal Works

**Economic Consultant at Nymans Ur 1851,
Stockholm, Sweden**

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2014–2015

Economic Assistant

Payroll Assistant

**Management Assistant at SCOR Sweden
Reinsurance Co Ltd, Stockholm, Sweden**

2005–2013

50% Economic and Payroll Assistant

50% Management Assistant

Education

**1990-1992, FEI - Företagsekonomiska Institutet,
Stockholm, Sweden**

1990–1992

Book keeping and Payroll