



# ESTHER SMIECHOWSKI

## Executive Administrator (English/French)

Judgement and Decision Making  
Client and Service Orientation  
Planning and Organising  
Team building

### MY CONTACT

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### COMPUTER SKILLS

- Microsoft 365
- Remote participation tools
- Google Drive
- Data Base Management
- Outlook
- Ceresus
- Achilles

### VOLUNTEER EXPERIENCES

2022 USA – Community Center:  
manager's assistant: bank food  
and 2nd hand store clothes

2018 Germany – Bavarian Red  
Cross: nursing home facilitator

2017 USA – Indian Reserve:  
Social work assistant for  
orphanage's girls

2016 Asia –Dental clinic: dental  
Assistant

2015 Asia – Private Mission:  
English teacher for elementary  
school

### REFERENCES

Mr LEHMANN Jean Philippe  
President of Adventist University of  
France – Collonges sous Salève  
+33 626 40 77 16

Mr. JAQUET Jean-Michel  
PhD Geomicrobiology Group Section  
of Earth and Environmental Sciences  
University of Geneva  
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### WORK EXPERIENCES

#### Executive Assistant to Ambassador /Office manager

Permanent Mission of Pakistan to the WTO – Geneva  
August 2020 -Jan.2024

- In charge of Ambassador's office - Implementation of general administrative and resource management tasks for the Mission (budget/project planning)
- Advocate, catalyze, and facilitate sustained coordination and collaboration among international Geneva /key stakeholders/**Applying rules and procedure of International Organizations and Swiss Mission**

#### Permanent Representative

Restore A Child Inc (Florida, USA)

June 2019 - March 2020 (Volunteer mission)

- Fundraising mission: presenting the founder work and her organization in Geneva
- Conduct of surveys - Built and maintain relationship with donors /**Communication skills**

#### Document Control Coordinator

International Electrotechnical Commission – Geneva

January 2008 - Mars 2017

- Revised technical documents, amendments and corrigenda for pre-publication and editing (editorial guidelines).
- Answering queries, receiving and assisting visitors and meeting participants.
- Supervise and direct the work of temporary staff. **Support Capacity Building and Knowledge sharing**

#### Personal Assistant / Office manager

Family Office Schindler – Geneva

August 2005 - Mars 2006

- Expertise in governance
- Travel and Logistics Support
- Wealth management and procurement/**Contracts management**

#### Educational period to raise my children

Opening of a home preschool-Virginia, USA

August 2003- December 2005

- Creation of a curriculum for 3 to 5 years old preschoolers based on local sustainability resources /**Expertise in managing resources**

#### Office Assistant at the General Secretary Office of UNCTAD

United Nations Office – Geneva

March 1999 - November 1999

- Provides secretarial and administrative services to the two Counsellors of GS Mr. Ruben Recupero - Liaising with Kofi Annan's office, head quarter NY. /**Teamwork & collaboration**

#### Personal Assistant to Ambassador

Permanent Mission of Türkiye to the WTO – Geneva

May 1997-March 1999

- Establish the entire administrative system of the new Turkish Mission/settled all new members in International Geneva /**Organizational awareness**