



**UNIVERSITÉ  
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS  
AND MANAGEMENT

**GENEVA FINANCE**  
RESEARCH INSTITUTE

## **MASTER OF SCIENCE IN WEALTH MANAGEMENT**

### **BOOKLET STUDENTS 2019/2020**



*UNIGE - Photographie : Isaac Fefermann*

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## EDUCATION

Master in Wealth Management University of Geneva, Switzerland	2019 - 20
Bachelor in Economics and Management University of Geneva, Switzerland Exchange semester at the university of Aberdeen, Scotland	2015 - 18

## EXPERIENCES

<b>Federal Statistical Office (FSO, Neuchâtel)</b> 6 months internship Environment and sustainable development section (UNR)	2019
<b>Genève Snowsports</b> Accounting officer, helpdesk and events organization (30%)	January 2018 - present
<b>Ski Club Meinier</b> Ski instructor (J+S license)	2013 - present

## QUALIFICATIONS AND SKILLS

French  
English

Active use of the accounting software Bexio  
Advanced knowledge in Excel and Matlab  
Microsoft office suite

## INTERESTS

Ski  
Rock climbing

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## **EDUCATION**

University of Geneva Master of Science in Wealth Management	2019-2020
University of Lausanne Bachelor of Science in Management	2016-2019
EPFL Bachelor in Science of Microtechnology	2015-2016

## **EXPÉRIENCES**

<b>Pictet – Summer internship</b>	2015
<b>Shiseido – Sales Support</b>	2018 & 2019
<b>Foxymore – Barmaid</b>	2014 & 2015

## **PERSONAL SKILLS**

### *Languages*

- French – native language
- English – (B2/C1)
- German – (B1)

### *Computer*

- All pack Office
- C, C++, python, HTML, Matlab

**Scored 530 at GMATH test**

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## EDUCATION

Master in Wealth Management 2019 – 2021  
University of Geneva, Switzerland

Bachelor of Science in Economics and Business 2015 – 2018  
(Major in Management)  
University of Neuchâtel, Switzerland

## EXPERIENCES

**URECH Bijoutier Suisse SA, Neuchâtel** 2018 – 2019

Digital Marketing department:

- Managing marketplaces in France and Germany (Amazon, eBay, Rakuten, Cdiscount)
- Elaborating promotions on web-shop (banners, pop-in)
- Managing social media strategy (paid and organic)
- Optimizing the conversion with tools such as AB Tasty (A/B testing)

## PERSONAL SKILLS

### Languages:

- French (native)
- English (advanced), 3-month language course in Brisbane (Australia) in 2019
- German (intermediary)

### Software:

- Very good knowledge of Office Suite, R, Google Analytics, Facebook Business Manager and Magento
- Good knowledge of Stata, MATLAB, HTML, CSS, JavaScript, SQL and VBA

### Personal interest:

- Financial Markets
- Real Estate
- Blockchain Technology, Cryptocurrencies

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## EDUCATION

Master of Science in Wealth Management 2019-2020  
University of Geneva, Switzerland

Bachelor in Economics and Management 2016-2019  
University of Geneva, Switzerland

Bachelor bilingual (French/English) with a concentration in management. I followed a lot of courses in Finance, Accounting and Law (Taxation, Corporate law)

## EXPERIENCES

**Internal Audit** 2019-2020  
Geneva International Model United Nations

- Account certification
- Accounting

**Summer Internships**  
**Compagnie Financière Richemont S.A. Bellevue, Switzerland**

- Administrative department: 2 weeks in 2019
- Administrative department: 2 weeks in 2018
- Archive service: 2 weeks in 2017
- Technical service: 2 weeks in 2016

## PERSONAL SKILLS

*Computer Skills:*  
- Excel, PowerPoint, Matlab

*Interests:*  
- Finance, Taxation, Alternative Investment

*Personality:*  
- Team worker, Ability to work under pressure, Adaptive

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## EDUCATION

MSc in Wealth Management University of Geneva, Switzerland	2019-2021
B.Com in Entrepreneurship University of Victoria, Canada	2014-2017
BBA Exchange Semester National Taiwan University, Taiwan	2016-2016

## EXPERIENCES

<b>Venture Analyst &amp; Project Manager</b> Fusion Geneva, Switzerland	2018 – 2019
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### Business Development

- *Delivered presentations of top prospective companies to Fusion's corporate partners to properly assess investment and commercial opportunities, succeeding in understanding our customer's needs, deconstructing their problems, and building empathy.*
- *Negotiated contracts with C-level executive teams of multiple prospective companies simultaneously, closing over 20 contracts within two months prior to final selection of the program.*
- *Built Fusion's pipeline of potential program candidates through quantitative and qualitative research, scouting, engagement, and evaluation. After collaborating with the executive team, 26 high-growth Fintech, Lifetech, and Proptech companies were selected for the 2018 Fusion acceleration program.*
- *Created engaging event content and moderated panel discussions with 80+ in attendance to identify business development opportunities for multiple pipelines across Fusion's ecosystem. Activities included engaging and connecting multiple mentors, start-ups, employees, investors, and potential corporate partners to appropriate members of Fusion's team.*

### Strategy & Project Management

- *Spearheaded the strategy and execution of external communications during the residence phase of Fusion's accelerator program. Duties included creating and managing a content calendar, in addition to the delivery of multiple forms of new content including written articles, video podcasts, and daily social content to develop Fusion's brand identity and presence.*
- *Carried out strategy and execution of all internally produced and externally hosted events at Fusion available to the public.*
- *Managed end to end production of multi-day hackathons to engage corporate partners, further establish Fusion's ecosystem, and develop multiple ventures for potential incubation.*

<b>Co-founder &amp; COO</b> Koi Research Group Victoria, Canada & Geneva, Switzerland	2017 – 2019
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- *Launched a blockchain and cryptocurrency consultancy company which creates solutions that build strong fundamental understandings and empower enthusiasts to get up to speed as fast as possible.*
- *Managing numerous duties as co-founder, resulting in secured contracts with local factions of the federal police force of Canada (RCMP) and company lectures at multiple universities.*

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## EXPERIENCES

### **Business Development Associate**

2017 –2018

Checkfront  
Victoria, Canada & Geneva, Switzerland

- *Worked independently from Geneva as a remote part of Checkfront's sales team to develop the company's presence and sales in London. By working alongside an account executive and achieving double the standard demo booking rate, multiple contracts were successfully developed and closed.*
- *Developed initial processes for the Checkfront Partner Program, including partner management, databasing, and commission payments. Worked with partner executives to bring lasting value to our mutual clients, with results including a 23% month-over-month increase in paid partner commissions.*
- *Carried out continuous qualitative and quantitative research on Checkfront's competition and industry. Findings were presented to Checkfront executives to communicate critical insights and assist strategic decision making.*

## PERSONAL SKILLS

English Mother Tongue  
French B2 Level

Microsoft Excel

Negotiation  
Interpersonal Communication  
Databasing  
First Principles Thinking  
Project Management

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## EDUCATION

Program Master of Science in Wealth Management University of Geneva, Switzerland	2019-now
Bachelor in Economics and Management, GSEM University of Geneva, Switzerland	2015-2019
Undergraduate Exchange Program Università degli Studi di Milano (Taught in Italian)	2018-2019
Maturité gymnasiale in Art and Geopolitics Collège Claparède, Geneva, Switzerland, with distinction	2011-2015

## EXPERIENCES

<b>Lombard Odier, Geneva Office</b> Summer intern, Banking and Finance, Investment Offering CP	2018
<b>AMI International SA, Geneva Office</b> Summer intern, Real Estate wealth management	2018
<b>Christies, Geneva Office</b> Viewing assistant during May and November Sales	2016-now
<b>IFSA, at University of Geneva</b> Member of the International Finance Student Association. I held the position of "Marketing and Communication"	2016-2019
<b>GSEM Committee, at University of Geneva</b> <i>Member of the representative student association of the GSEM faculty. I held the position of "Marketing and communication"</i>	2015-2016
<b>Volunteer work at "Friends International"</b> <i>Leading social enterprise saving lives and building futures of the most marginalized children &amp; youth and their families across the world.</i>	
<b>SUN, Student United Nation</b> Delegate	2013-2015

## PERSONAL SKILLS

- *Languages* : French, English and Italian
- *Software* : R, Excel, PowerPoint, Word, Outlook
- *Interest* : Photography, Philosophy, Art
- *Skills*: dynamic, autonomous, rapid adaptation, creative, flexible, motivated



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## EDUCATION

Master of Science in Wealth Management 09.2019-02.2021  
University of Geneva, Switzerland

Bachelor. Accounting 09.2015-06.2019  
Tianjin Polytechnic University, China

Exchange program, business management 09.2018-12.2018  
Laurea University of Applied Sciences, Finland

## EXPERIENCES

**Volkswagen Automatic Transmission (Tianjin) Co. Ltd** 05.2019-06.2019  
Intern, Accounting, Finance& Controlling department

**Chinese tutoring for foreign students** 10.2017-06.2019  
Tutor, part-time teacher

**Agricultural Bank of China** 02.2018-03.2018  
Intern, Lobby Manager

**Quxue Educational Institution** 07.2015-08.2017  
Entrepreneur and Manager

## PERSONAL SKILLS

### *Language:*

Mother tongue: Chinese (Sichuan dialect, Mandarin)  
Other language: English (B2); Spanish (A2); Korean (A1); Finnish(A1)

### *Computer:*

Microsoft office, Flash, iMovie

### *Accounting:*

Certification of Chinese Junior Level Accountant  
F1-F4 of ACCA

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## EDUCATION

MSc Wealth Management University of Geneva	2019-2021
BSc (Hons) with Double Major in Economics and Finance Lahore School Of Economics, Lahore (Pakistan)	2015-2019
BSc (Hons) with Double Majors in Economics and Finance Bahcesehir University, Istanbul (Turkey)	2016
Gce A- level British council (Lahore, Pakistan)	2013-2015
Crimson Summer Exchange 2014 University of Hong Kong/ Crimson China Cultural Exchange, Hong Kong (China)	2014

## EXPERIENCES

<b>Research Associate Lahore School of Economics,</b> Lahore (Pakistan) Dealing with data transcription, survey design, data interpretation, data collection of the Dean of Economics' research in Business Confidence Perceptions of Pakistan 2017-2018.	01/09/2018–04/02/2019
<b>Vice President Film and Media Society</b> Lahore School Of Economics, Lahore (Pakistan) Organizing and Coordinating Film and Photography Competitions as well as Workshops.	17/09/2018–18/05/2019
<b>Field Trainer, National Financial Literacy</b> Program State Bank Of Pakistan, Lahore (Pakistan) Teaching financial management to men and women in rural areas of Pakistan	20/11/2017–30/08/2018
<b>Teaching Assistant</b> for Financial Management Lahore School Of Economics, Lahore (Pakistan)	13/01/2018–20/05/2018
<b>Teaching Assistant</b> for Principles of Marketing Lahore School Of Economics, Lahore (Pakistan)	31/08/2017–16/12/2017

## PERSONAL SKILLS

- *Languages:* Urdu, English
- Digital skills
- Information processing
- Communication
- Content creation
- Problem-solving
- Self-assessment
- *General Software Skills:* MS Office, HTML Data Software Skills: Minitab, Stata, R, SPSS & Statgraphics, Media Software Skills: Adobe Photoshop, Premier, Illustrator, Final cut pro

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## EDUCATION

Master on Wealth Management University of Geneva, Switzerland	2019-2020
Bachelor on International Relations University of Geneva, Switzerland	2013-2016

## EXPERIENCES

Executive assistant at <b>Treza wealth Management</b>	Oct. 2015 to March 2016
Associate at <b>IPG Securities Asset Management SA</b>	March 2016 to present

## PERSONAL SKILLS

Communication: socially oriented  
Coordination and leadership: team player  
Quick learner and easy adaptation

### *Languages*

Portuguese – Mother tongue  
English – fluent (oral and written)  
French – fluent (oral and written)  
Spanish - very good level (oral)

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## EDUCATION

Master of Science in Wealth Management 2019-present  
University of Geneva, Switzerland

Bachelor of Science in Economics and Management 2015-2019  
(Major: Economics)  
University of Geneva, Switzerland

Bachelor in Microengineering (interrupted) 2013-2015  
Ecole Polytechnique Fédérale de Lausanne, Switzerland

Swiss Cantonal Maturity 2010-2013  
(Major: Physics and Applied Mathematics)  
Gymnase Cantonal de Nyon, Switzerland

## EXPERIENCES

Administrative Secretary 2016-present  
**Première Eglise du Christ**, Scientiste, 1205 Genève, Switzerland  
Communications Officer (correspondence by email and mail with internal and external entities)  
Minutes of Executive Committee and Member General Meetings  
Administrative tasks (archiving, member's register,...)

Business Development Analyst (internship) Mar-Sep 2019  
**ID Integrated Data SA**, 1213 Petit-Lancy, Switzerland  
Creation of data models and dashboards for sales and performance with Power BI and Excel  
Research and implementation of Microsoft Teams for applicable customers  
Research and publish blog posts about data protection on the company's website

Management Office, indemnities officer Jul 2019  
**Montreux Jazz Festival**, 1820 Montreux, Switzerland  
Basic accounting and payroll for employees and artists  
Coordination with Chief Accountants

Substitute Teacher 2018-2019  
**Etat de Vaud**, 1296 Coppet, Switzerland  
Substitute in a 6H class in all subjects for 4 months (full time)  
Substitute classes from 2H to 8H in all subjects on a short-term basis  
Chaperone at a 7H ski camp

## PERSONAL SKILLS

Creative | Hard-working | Adaptable | Highly motivated | Reliable | Strong organizational and project management skills | Respectful team player | Ability to work under pressure

### *Languages*

English: Native Speaker  
French: Native Speaker  
German: Limited professional proficiency  
Italian: Elementary proficiency

### *Computer software*

Microsoft Office Suite (Word, Excel, PowerPoint, PowerBI, Teams), G Suite, Slack

### *Programming languages*

*Development:* C, Scala  
*Data Science:* MATLAB, R, Stata

### *Interests and hobbies*

*Music:* Singer and instrumentalist (guitar, drums) and production (Ableton, Pro Tools, GarageBand)  
*Sports:* Skiing, Hiking

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## EDUCATION

Master of Science in Wealth Management University of Geneva, Switzerland	since 09.2019
Complementary Certificate in Applied Statistics University of Geneva, Switzerland	since 02.2019
Certificate of Advanced Studies in Legal Professions University of Geneva, Switzerland	02.2018 – 07.2018
Certificate in Transnational Law University of Geneva, Switzerland	09.2016 – 02.2017
Master of Laws University of Geneva, Switzerland	09.2015 – 09.2016
Bachelor of Laws University of Geneva, Switzerland	09.2012 – 09.2015
Maturité (mathematics and physics) Collège Claparède, Switzerland	08.2008 – 06.2012

### Theses

- *Master's Thesis (spring 2016) : La modification de la propriété par étages (en cours de vie)*
- *Bachelor's Thesis (spring 2015) : La responsabilité des héritiers pour les dettes du de cujus*

## EXPERIENCES

**Independent legal advisor** since 2014  
Advice in various areas of law (personal finance law, succession law, property law, law of obligations, construction law, consumer law, procedural law, private international law, etc.)

**Academic tutor** since 2013  
Law, mathematics and physics

### Volunteer Experience

**Jodel agent** since 2018  
Moderation and monitoring of the social media and application Jodel, proposition of new features and ideas, review of guidelines, social media marketing, etc.

## PERSONAL SKILLS

### *Language skills*

French	Native language
English	Very good knowledge, language of study
German	Good knowledge
Spanish	Good knowledge

### *Computer skills*

Microsoft Office, Matlab, R (R Studio), Photoshop

### *Miscellaneous*

- *Verified Certificate of Science & Cooking: From Haute Cuisine to Soft Matter Science (spring 2017) HarvardX, an online initiative of Harvard University*

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## EDUCATION

University of Geneva  
MSc Wealth Management Sep 2019 – Present

MGIMO University – Graduated with Honors Sep 2015 – Jul 2019  
Moscow  
BSc in Economics / Minor in Energy Industry

### Cumulative

GPA: 4.9 / 5.0, Overall Academic Rating: 95/100

- Honors: “Top Students of MGIMO”, merit-based Rosneft’s scholarship holder
- Coursework: Calculus, Statistics and Probability Theory, Linear Algebra, Econometrics, Micro- and Macroeconomics, Financial Analysis, Corporate Finance, Accounting, Banking, Commodity and Stock Exchange, International Monetary and Credit Relations, International Finances, Energy Industry
- Graduation Thesis: “Gazprom’s business strategy in foreign gas markets”

University of Geneva Spring semester 2018  
Exchange student of GSEM

- Overall score: 5.3 (out of 6)
- Courses: Financial Markets, La Banque privée en pratique, Analyse des états financiers, International Management, Consumer Behavior I, Contrôle de gestion

## EXPERIENCES

Zarubezhneft Jun 2018 – Aug 2018,  
Jan – Mar 2019

Intern at Consolidated financial statements Department

- Updated company’s financial statement, financial and comparative analyses, prepared analytical papers and presentations, attended meetings and conference calls, corresponded with state bodies
- Assisted in calculating the optimal capital structure for company’s next 5-year strategic plan

Rosbank (Société Général Group) Jul 2017

Intern at Financial market operations Department

- Business correspondence, selected SWIFT messages for security sales transactions, worked with record-keeping systems, registered stock market transactions

### **MGIMO Business Club**

Core Member

- Organized sessions with prominent entrepreneurs and top-managers and adaptation workshops with new members of the Club
- Participated in open debates

### **MIEP MGIMO (International Institute of Energy policy and Diplomacy)**

Representative

- Represented MIEP MGIMO at a number of events: Review Meeting of the Extended Board of the Ministry of Energy of Russia (2018), National Oil and Gas Forum (2017), sessions on Energy Policy of Russia, educational fairs and university open days

## PERSONAL SKILLS

*Languages:* Russian (Native), English (Fluent), French (Upper-Intermediate), German (Beginner)

*Technical skills:* proficient in MS Word, Excel and PowerPoint, Matlab, R

*Interests:* Piano (graduated from music school), diving (PADI open water diver), tennis, squash, mountain skiing, figure skating

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## EDUCATION

Master of Science in Wealth Management 09/2019-01/2021  
GSEM, University of Geneva (UNIGE), Geneva, Switzerland

Bachelor's in Economics and Management 09/2015-06/2019  
University of Geneva (UNIGE), Geneva, Switzerland  
Geneva School of Economics and Management; Final grade: 5.07/6

Specialist in Linguistics and Translation/ Interpretation (EN/ES/RU) 09/2009-07/2014  
(equivalent to master's degree in European system)  
Chelyabinsk State University, Chelyabinsk, Russia

## EXPERIENCES

**Translator / Interpreter Freelancer** 2012-2019

- Ru-En, En-Ru, Ru-Es, Es-Ru
- Translation of different text types (translation of legal documentation, annual reports, business correspondence, agreements, bank statements, marketing materials etc.)

Finance intern 03/2019-09/2019  
**Suisse SA**, Geneva, Switzerland

- Administrative support to Finance and Administrative department
- Report on ad hoc financial and operational reporting
- Prepare monthly and weekly financial reports
- Bookkeeping, database developing in Excel
- Customer invoices and credit memos processing
- Swiss Accounting software "Office Maker"

Finance intern 07/2018-09/2018  
**BH-Robotics SA**, Geneva, Switzerland

- correlation analysis between cryptocurrencies and traditional assets
- statistical analysis of the cryptocurrency's behavior according to the liquidity criteria
- construction of an optimized cryptocurrency investment portfolio with a volatility constraint

Management assistant and Teaching professional 08/2014-05/2015  
**Language School "Go! English"** (Neftekamsk, Russia)

- process and follow-up on administrative actions
- assisting in reviewing budget revisions
- general office assistance
- preparation of individual educational programs

Front Office manager, Interpreter 01/2014-02/2014  
**Hotel "Bridge resort"**, Sochi (Russia) <http://bridgeresort.ru/>

- interpretation for NHL team during the Olympic Games-2014
- keep updated records of office expenses and costs
- handle complaints and specific customers' requests
- ensure timely and accurate customer service

Accountant 09/2013-07/2014  
**LLC "Neftekamsky plant of non-woven fabric"** (Russia)

- accounting for property, liabilities and business operations
- accounting of assets, inventory items
- calculation of payments to suppliers and contractors

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## EXPERIENCES

Front Office manager (Work and Travel program) 06/2013–09/2013  
**"Hampton Inn" Hotel**, Rhode Island (United States)

- consultations of visitors on the service provision
- account management
- supervision of housekeeping department

Translator / Interpreter 10/2012–05/2013  
**GIRAFFE** - producer of lifting equipment, Chelyabinsk (Russia)  
<http://giraffecrane.ru>

- *translation of contracts, correspondence, annual reports and other technical and financial documentation*

## PERSONAL SKILLS

### *Languages*

Russian Mother tongue  
English C2  
French C2  
Spanish B2

### *Digital competence:*

Advanced PC user: MS Office, Excel, Power Point, Scala (Java), MATLAB, R, Office Maker, Outlook, image editors and others.



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## EDUCATION

University of Geneva Expected 2021  
Geneva, SWITZERLAND  
Master of Science in Wealth Management  
Relevant Courses: Asset pricing, Financial Econometrics, Portfolio Management, Quantitative Risk Management, Hedge Funds, Fixed Income and Credit Risk, Real Estate investments, Sustainable Finance, Wealth Management and law in practice, Psychology of Finance.

Ca' Foscari University of Venice 2016 - 2019  
Venice, ITALY  
Bachelor of Science in Economics and Management  
GPA: 109/110  
Honors: Received a scholarship for a Semester Abroad  
Relevant Courses: Financial Institutions and Corporate Finance, Data Analysis, Risk and Uncertainty, Econometrics, Micro/Macro Theory, Economics of Rural Development, Multivariable Calculus, Linear Algebra, Strategic Management, Business and Labor Law

San Diego State University 2018  
San Diego, CA  
BBA in Economics - Exchange semester  
GPA: 3.62/4.00  
Honors: Dean's List | Offered a position as Supplement Instructor by the Statistics professor  
Relevant Courses: Statistics, Statistical Methods, Management of Info System, Marketing

## EXPERIENCES

**Dallan S.p.a** *June 2018 – July 2018*  
**Castelfranco Veneto (TV), ITALY**  
*Finance and Export Intern*

- Supported the CFO during financial planning and analysis
- Approached business intelligence programs and modeling
  
- Helped the CFO during financial statements analysis and produced PowerPoint presentations for the B Of D
- Obtained FDA accession number to export Dallan's laser production machines to the United States
- Obtained export licenses from the Ministry of Italian Economic Development
  
- Prepared CEE and Extra CEE billing documents for \$4 M in sales
- Supported the opening of 3 bank guarantees for CEE and Extra CEE clients
- Supported the Head of Export office in the approval and negotiation of 4 letters of credit on foreign banks

**Massaro Libri S.a.s** *July 2017 – September 2017*  
**Castelfranco Veneto (TV), ITALY**  
*Sales Intern*

- Developed and maintained long-term relationships with clients
- Contacted customers as soon as issues arose to immediately find resolution before the problems escalated
- Delivered a high level of service to clients to both maintain and extend the relationships for future business opportunities

*Logistics Intern* *July 2016 – September 2016*

- Scheduled deliveries and shipments and provided real-time updates to all parties.
- Identified excess inventory and eliminated waste.
- Maintained accurate stock records and schedules

## PERSONAL SKILLS & ACTIVITIES

*Languages:* English (C1), Italian (C2), French (B1)  
*Technical:* Office suite, MATLAB, R  
*Activities:* Homestay Program CA, Invenicement Business Club, Stock Market Game Project, ITrek Startup Project

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## EDUCATION

Université de Genève  
MSc in Wealth Management  
Switzerland  
September 2018 – Present

Ecole hôtelière de Lausanne  
BSc in International Hospitality Management  
Switzerland  
February 2017

Ecole Internationale de Genève  
International Baccalaureate  
Switzerland  
May 2012

## EXPERIENCES

### Procter & Gamble –

Senior Business Assistant (Level 2), Gillette BFO

- Providing on-going administrative support to 4 Directors & 1 Associate Director including:
  - Organising complex worldwide travel arrangements for the team, with visa letters, complicated entry requirements where the individual should interact with embassies and foreign affairs offices
  - Organising logistics of complex meetings/VCs with participants coming from various regions/various levels and/or with outside speakers/trainers
  - Handling expense reporting and deal with issues and follow-up
  - Managing complex calendars
- Owns work process across several key organizational and business areas:
  - Creating Purchase Orders
  - Follow up on payment of invoices
  - Tracking of budget
- Provides organisational support to the team:
  - SPOC on relocation and new hires support (Eforms, IT Equipment, office onboarding etc),
  - Make appropriate e-forms for organisation changes and/or correction of data
  - Updated organisation charts and populate scorecards
  - Absence Report Administrator for the team
  - Part of Project team, participates in process improvement projects
  - Ad hoc projects / areas of responsibility: LT area look & feel, building databases etc.

*Geneva, Switzerland*

### International Telecommunication Union –

March 2017 – August 2017

Junior Project Officer (High-level Track)

World Summit on the Information Society (internship)

- Providing support in Communicating and Coordinating with WSIS stakeholders with reference to WSIS Forum related matters with a main focus on the High-level component of the WSIS Forum
- Drafting High-level correspondence and agendas and responsible for timely communication of official invitations, reminders and all other information at the High-level and to the permanent missions
- Tracking and monitoring attendance confirmations
- In charge of the creation and maintenance of spreadsheets with High-level contact information
- Preparation of weekly reports on the status of High-level confirmations and registrations for High-level Policy Sessions
- Timely circulation of all relevant information coming from the High-level to the WSIS team.
- Supporting with translation of High-level correspondence to French and Russian
- Assist in WSIS Forum 2017 Social Media and Communications by supporting with WSIS Forum 2017 logistics

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**METRO Group –**

November 2016 – January 2017

Student Consultant - "Creating an information support platform for restaurant entrepreneurs"

- Planning and scheduling of the project milestones and internal deadlines
- Drafting and preparation of contract and budget for the client
- Organisation of travel arrangements according to budget and tracking of expense reimbursements
- Liaising with client on project progress and maintenance of transparent and cooperative relationship
- Relevant primary and secondary data collection & analysis (beneficiaries interviews, qualitative and quantitative data analysis through statistical software)
- Building statistical predictive models for restaurant profit and probability to default within the first year, respectively, for the Berlin market
- Developing the platform wireframe based on the analysis of the needs of the end user and the formulation of the statistical model
- Collaborate with corporate IT specialists to link predictive models and user interface for the launch of the platform prototype
- Composing the project report and presenting the prototype to the client, the company CEO and other stakeholders

*Berlin, Germany*

**Armenia Marriott Hotel Yerevan –**

June 2015 – December 2015

Sales Executive, Sales and Marketing Department (internship)

Provide technical and administrative support to the Head of Department, in particular on issues related to events organizing and working with sensitive customers.

- Coordination of the administrative and logistical arrangements for various receptions and international conferences for EU Embassies, UNICEF, UNDP, NGOs and Government Agencies
- Organisation of all in-house events, meetings and trainings
- Coordinating event execution with other internal departments such as finance, reception, food & beverages and security
- Drafting and preparation of month-end reports, including accuracy check
- Creating requisitions for customers, their initial processing, validation & closure for further processing by accounts receivable

*Armenia*

**Fairmont le Montreux Palace –**

March 2013 – August 2013

Receptionist, SPA Department (internship)

- Provide direct administrative support to the head of SPA department
- Initiation, follow up and closure of customer files
- Conducting monthly inventory checks and preparing daily and monthly financial statements

**Moscafé**

Waitress (part-time)

July 2011 – August 2011

Event organiser

June 2014 – August 2014

*Yerevan, Armenia*

**QUALIFICATIONS AND SKILLS**

**LANGUAGES**

Russian – mother tongue

Armenian – mother tongue

English – fluent written and spoken (C2)

French – fluent written and spoken (C1, Diplôme de français professionnel Affaires)

Spanish – basic written and spoken (A1)

**COMPUTER SKILLS**

*Microsoft (XP, Vista, W7, W8, W10) : Word, Excel, Outlook, PowerPoint, Project*

*Analytical software: R-Project Statistics, STATA, MATLAB, IBM SPSS Statistics, Tableau*

*Hospitality software: Marriott e-CRM, Opera, MARSHA, Micros, SpaSoft*

*Project management & marketing: GanttProject, Google Analytics, Google AdWords, Facebook Ads Manager*

**REFERENCES AVAILABLE UPON REQUEST**

Name: Michele MONDINI  
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## EDUCATION

*Master of Science in Wealth Management* 2019-to date  
*University of Geneva, Switzerland*

Bachelor in Economics and Finance 2016-2019  
University of Bologna, Italy

## EXPERIENCES

**Mundus srl** May-August 2019  
Assistant

## PERSONAL SKILLS

### *Languages*

Italian (native)  
English (fluent)  
French (basic)

### *Computer skills*

R  
SAS  
Microsoft Office  
LaTeX  
Matlab

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## EDUCATION

Master of Science in Wealth Management University of Geneva, Switzerland	2019 - 2021
Bachelor in International Relations, Mention International Economics University of Geneva, Switzerland	2016 - 2019
Federal Swiss Maturity, Option Economy and Law Collège Ardévaz, Sion, Switzerland	2011 - 2016

## EXPERIENCES

**Fincorpo SA**, Geneva 06.2019 – 08.2019  
Internship of 3 months in the legal department

- Participation in the meetings with clients and partners
- Incorporation of companies in Switzerland or in the rest of the world
- Make services for companies administered by Fincorpo SA
- Draft standard contracts
- Translation of legal documents (Ru-Fr-Eng)

**ARA**, Geneva Since March 2019  
Teacher of mathematics, physics and political economy

- Holding classes for students in mathematics, physics and political economy

## PERSONAL SKILLS

### LANGUAGES

French: level of Swiss Federal Maturity, C2  
Russian: mother tongue  
English: advanced, C1  
German: basics, B1

### IT-SKILLS

MS-Office, Matlab, R, Stata

### PERSONAL CHARACTERISTICS

Result oriented, fair, honest, adaptable, responsible, accurate, organized, excellent written and verbal communication skills

### INTERESTS

Hockey (semi-professional), ski, tennis, travelling

### OTHERS

Resident permit B in Switzerland  
Driving Licence type B

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## EDUCATION

Programme	year
University of Geneva, Switzerland, Master in Wealth Management	2019-2021
University of Neuchâtel, bachelor with major in Accounting and Finance	2015-2018
High school of Economics & Law, Lycée Jean-Piaget, Neuchâtel	2012-2015

## EXPERIENCES

<b>Internship UBS Wealth management</b> , (6 months) - <i>Better understanding of banking industry</i> - <i>Daily banking</i> - <i>Working specifically on structured products (rollovers), mortgage rate, US bonds</i>	2018-2019
National table tennis player with participation in <b>Universiade and European championship</b>	2015-2019

## PERSONAL SKILLS

Microsoft Office, VBA, Python, R, basis in Matlab

### *Languages*

French (mother tongue), English (C1), German (B2)

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## EDUCATION

Programme wealth management University of Geneva, Switzerland	2019-2020
Programme complémentaire en sciences économiques, University of Geneva, Switzerland	2018-2019
Bachelor in economics and management with major in management University of Geneva, Switzerland	2015-2018
Faculté des sciences de l'éducation University of Geneva, Switzerland	2013-2015
Maturité gymnasiale, avec option spécifique espagnole Collège de Genève	June 2013

## EXPERIENCE

<b>Remplaçante au serep</b> (service des remplacements en enseignement primaire) DIP in Geneva	2014-until now
<b>Tutor (répétitrice) at the ARA, Geneva</b>	2013-2015

## PERSONAL SKILLS

Word, excel, open office

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## EDUCATION

Master of Science in Wealth Management University of Geneva, Switzerland	2019-Current
Bachelor of Management Bilkent University, Turkey	2015-2019
Erasmus/Exchange programme Aston University, United Kingdom	2018-2018
Bachelor of Business Administration University of Economics, Azerbaijan	2014-2015

## EXPERIENCES

**Private Equity department** 2019-2019  
State Oil Fund of Azerbaijan

- Analyzing performance of funds and market trends in specific regions and countries
- Top-down and bottom-up market research and analysis of frontier markets and sectors attractive for private equity investment
- Analyzing and reviewing materials on venture capital/private equity fund proposals
- Designing and modifying financial models
- Preparing written reports on current funds

**Operations intern** 2018-2018  
T.C. Ziraat Bank, Turkey

- Assist in daily treasury operations
- Assist with month-end close process and journal entries
- Assist with compliance requirements
- Assist with month-end financial reports
- Balance sheet reconciliation
- Support the payment processing team
- Data entry

## PERSONAL SKILLS

### SOFTWARE

Computer Literate in MS Office Programs, VBA assertive, MATLAB, Bloomberg Terminal

### LANGUAGES

- Azerbaijani – Native
- Turkish - Proficient
- Russian - Conversational
- English - Proficient
- French –Elementary
- German- Elementary

## EXTRA CURRICULAR ACTIVITIES

Licensed Volleyball Player

Trademaster investment league: Electronic platform enabling to reach FX market



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## EDUCATION

programme	year
Babson College (Bachelors Degree)	2012-2016

## EXPERIENCES

Infusion Global Partners Internship (hedge fund)	2015-2016
Merrill Lynch Wealth Management internship (group of financial advisors)	2014-2015
Ameriprise Financial internship (financial advisor)	2013-2015
Professional Ice Hockey (Switzerland- Geneve Servette Hockey club)	2016-2019

## PERSONAL SKILLS

great communicator, relatable  
Amatuer DJ and music consesur  
Athletics: tennis, surfing, golf