



Nina Hediger

Exec. Mgmt Assistant

Nina is a member of our Administration Team and brings valuable experience from her work supporting Executive Management. Through her previous roles, she has gained extensive knowledge in the compliance field, particularly in Due Diligence, Onboarding, and Compliance File Maintenance. With her expertise, she supports her superiors and handles a wide range of administrative tasks. Nina speaks advanced Korean in addition to German and English.

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Focus Areas

Responsible for various administrative areas – Supporting the Executive Management

Experience

2024 – Today	<i>Assistant to the Executive Management, Alithis AG, Zurich</i>
2023 – 2024	<i>Personal Assistant to the CEO, JLP AG, Zurich</i>
2021 – 2023	<i>Translator & Proofreader, Tooning Co., Ltd., ROK</i>
2019 – 2021	<i>Family Leave, ROK</i>
2018 – 2018	<i>Overseas Marketer, NuriBio Co., Ltd, ROK</i>
2016 – 2017	<i>Junior Compliance Officer, Henley & Partners AG, Zurich</i>
2015 – 2017	<i>Relationship Manager, Henley & Partners AG, Zurich</i>
2014 – 2015	<i>Secretary & Partner Assistant, Deloitte AG, Zurich</i>
2013 – 2013	<i>Administrator, GeoSystems Inc., ROK</i>
2009 – 2012	<i>Corporate Clients Assistant, Credit Suisse AG, Zug</i>
2006 – 2009	<i>Trainee as Commercial Employee, Credit Suisse AG, Zug</i>

Education

2009	Kaufmännisches Bildungszentrum Zug (Commercial Employee, Federal Diploma of Vocational Education and Training)
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