

CURRICULUM VITAE

Birth Date : 09.12.1977
Nationality : Swiss

Work Experiences

- | | |
|--------------------|--|
| Since 2016 | Member of the Board of Immoger AG |
| Since 2015 | Member of the Board of Sogestra AG |
| 2013-2020 | Partner/President of the Board of Fort de Chillon SA |
| Since 2006 at 100% | Independent Accountant <ul style="list-style-type: none">- Managing private projects for customers- Financial bookkeeping (Limited and Private Companies)- Monthly and Annual closures- Year-end income tax declaration and VAT declaration- Administrator of Companies- Managing incomes and payments- Outsourcing of Human Resources |
| 2006-2016 | Administrator of Steam Prestige Distribution SA <ul style="list-style-type: none">- Implementation and management of an export company |
| 2003-2005 at 50% | Independent Accountant |
| 2003-2005 at 50% | Accounting, Administrative and Import Manager, Ouaps SA <ul style="list-style-type: none">- Implementation and management of the Toy Group (holding and Buying Companies) on behalf of Sirs R-L Dreyfuss, Beausire and Duboux- Factoring – Documentary Credit- Production Plan – Importations from Asia |
| 2002-2003 | Accounting Manager in charge of one Holding and two buying Companies for the Tradition Group (brokerage) <ul style="list-style-type: none">- Administrative and accounting implementation of the New Buying Company who deals supply in telecommunication and computer for the Group- TFS Lausanne, one of the Swiss holding of the Group (listed on the SIX Swiss Exchange)- Managing re-billing of suppliers- Managing income and payments- Booking, closing and analysis of the group's finances- VAT declarations for all the Swiss companies of the Group |

Laetitia Clément

Aegeristrasse 48
6300 Zug

E-Mail : lclement@clementservices.ch
Phone number: +41/ (0)79 / 660.03.86

- 2001 **Substitute Chief Accountant, Compagnie Financière Tradition**
- Bookkeeping
 - Monthly and annual closures
 - Portfolio management
- 1999-2001 **Accountant, BDO Visura, Lausanne**
- Financial bookkeeping (Limited and Private Companies)
 - General, suppliers and receivables accounting management
 - Payment and payroll management
 - Year-end income tax declaration and VAT declaration
- 1997-1999 **Audit Assistant, KPMG Fides Peat, Fribourg**
- Mainly for 2 Groups (Michelin and Nestlé)
 - Accounting and consolidation audit
 - Establishment of year-end reports
 - Risk analysis and problem solving
 - Presentation of year-end results to the Head Manager
- 1994-1997 **Commercial Apprenticeship, at :**
- Pierre Chiffelle, Irène Wettstein et Alex Wagner, Law office, Vevey

Other professional activities

Specialist in Australian Aboriginal Art

Co-director of Galerie CLEMENT from 2003 to 2011 (www.clement-gallery.com)

President of GIVV from 2009 to 2012 (Shop owners association for the old town of Vevey)

Languages

- French : Mother tongue
- English : Very good knowledge – spoken and written (CAE)
- German : Basic knowledge

Diplomas and certifications

CFC de commerce (commercial studies)

Certificate of Advanced English

3 years towards the “Brevet fédéral de comptable” (Chartered Accountant)

Computing skills

Word , Excel, PowerPoint, FileMaker Pro, Bilan, Crésus, Sage et AS/400