



Sonia Cabrera
Bachelor of Science
Business Administration
Bachelor of Arts
International Relations

Swiss, Colombian
 26 years old -10/07/1990
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Professional Experience

- **Santander Private Banking International (Suisse) SA** **2015-2016**
Compliance Department **Geneva, Switzerland**
Assistant to the Head of the Sales Suitability Unit (SSU)
 - Prepare monthly reports (Spanish and English) for the Risk Management Committee
 - Execute weekly and monthly controls on the Front Office to ensure compliance with the Bank’s commercialization model to detect any misconduct and mitigate risk
 - Follow-up on the various discrepancies with the Front Office
 - Approval on particular financial product transactions
 - Advice and support to the Front Office
 - Administrative support and Account Control Management

- **International Federation of the Red Cross (IFRC)** **2014**
Community Preparedness and Risk Reduction Department **Geneva, Switzerland**
Logistics Coordinator and Certifying Budget Officer
 Global Community Resilience Forum in Cali, Colombia – 228 participants/ 72 National Societies
 - Planned, Managed and Budgeted the overall funds allocation
 - Managed the overall organization of the Forum Societies: visa coordination, hospitality, field trip, security matters
 - Liaised with IFRC Regional and National Zone Offices, high level officials of National Societies and Ministry of Foreign Affairs of Colombia (English, French and Spanish)

- **Permanent Mission of Colombia to the United Nations** **2013**
Intern – Themes: human rights, humanitarian related issues, intellectual property, economics **Geneva, Switzerland**
 - Attended and provided professional support to the Ambassador, diplomats/high level officials to meetings such as:
 - *23rd Session Human Rights Council*
 - *57th Standing Committee of the UNHCR*
 - *16th Session Commission on Science and Technology for Development/ECOSOC*
 - *UNCTAD Trade and Development Board, 60th Session*
 - *ISAR: International Standards of Accounting and Reporting*
 - Drafted and translated reports (Spanish and English) for the Colombian Ministry of Foreign Affairs on high level meetings
 - Prepared written and verbal diplomatic notes (Spanish and English)

Education

- **Webster University (American International University)** **2010-2014**
Geneva, Switzerland
 - Bachelor of Arts in International Relations
 - Bachelor of Science in Business Administration
 - Certificate in International Human Rights
- **Institut Florimont** **2005-2009**
Geneva, Switzerland
 - French Baccalaureat, Scientific Section
- **International French School, Lycée Rochambeau** **2002-2005**
Washington D.C, USA
 - Brevet français

Languages

- Spanish: Native Speaker
- English: Bilingual
- French: Trilingual
- German: Business Proficient

Additional Practical Experience – Webster University

- Head of Public Relations and Logistical Teams at the following conferences:
 - 17th Annual Humanitarian Conference: Refugees & Armed Conflict* **2012**
 - 16th Annual Humanitarian Conference: Humanitarian Space* **2011**
 - 15th Annual Humanitarian Conference: Access to Natural Resources, Human and Humanitarian Rights, Justice and Essential Medicines* **2010**
- Private Tuition in English (verbal and written) for non-native English speakers **2010**

Sports, Hobbies

Competitive Swimmer (Swiss, USA and Colombian National) *1996 – 2008; Colombian Bronze Medalist* **2002**
 Horseback riding, tennis, artistic skating, violin