



Madeleine Sira Fall

Young commercial employee with Federal VET Diploma and vocational baccalaureate

Recently qualified commercial employee with twelve months of practical experience in the Information and Membership Service at Amnesty International. I enjoy working with people, communicate confidently in German, French and English, and have initial experience in administration, CRM, Human Resources and finance. I am motivated to continue learning and to contribute reliably to a team.

CONTACT

Kasthoferstrasse 50
3006 Bern, Switzerland
079 333 67 25
madeleine.fall@bluewin.ch
Born 09.07.2004

LANGUAGES

French	Mother tongue
German	Mother tongue
English	B2 / speaking C1

DIGITAL SKILLS

Abacus
CRM systems
MS Office, Word, Excel, PowerPoint

CERTIFICATES

Abacus accounts receivable
Abacus accounts payable
First Certificate in English
ECDL

STRENGTHS

- ◆ Service-oriented and friendly
- ◆ Structured and reliable
- ◆ Multilingual communication
- ◆ Eager to learn and committed

REFERENCE

Practical trainer Amnesty
Ms Ursula Rentsch
info@amnesty.ch

PROFESSIONAL EXPERIENCE

08.2025 - 07.2026	Commercial intern with vocational baccalaureate, 100% Amnesty International, Swiss Section Information and Membership Service in DE/FR/EN, reception, telephone and correspondence, CRM data maintenance, new registrations and follow-up processes. Three-month assignment in HR and Finance with application administration, contracts, accounts payable invoices, payment files and donor data
2022 - 2023	Internship in Administration and Accounting MAZ Administrative tasks, order intake and processing, as well as support in accounting and chart of accounts management
2022 - 2023	Internship in Finance and Marketing BOX65 Recording of financial transactions as well as support with event planning, advertising and promotion
09.2022 - 10.2022	Language stay Lyon, France Intensive language courses focusing on written and oral communication

EDUCATION

2021 - 2026	Commercial employee with Federal VET Diploma and vocational baccalaureate BM1 Specialisation in Business and Services BWD-Wirtschaftsmittelschule, Bern
2020 - 2021	Specialised middle school NMS, Bern
2016 - 2020	Secondary school Manuel, Bern

SKILLS PROFILE

Service & Contact	Reception, telephone, e-mail and personal advice
HR-Support	Applications, contracts and personnel administration
Finance	Accounts payable, payment files and transaction recording
Administration & CRM	Data maintenance, correspondence and follow-up