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- nadinenassif@hotmail.com
- 20 Krummoosweg3148 Lanzenhäusern (Bern)
- in Nadine Nassif stepup
- She/Her Swiss National (Irish/Egyptian roots)

STRENGTHS

- Activator & Catalyst for Strategic Change
- Inclusive Leadership & Diversity-Centered Culture Building
- **Public Speaking**, Facilitation & Knowledge Transmission
- Expressive, Intuitive & Engaging Communicator
- A great Sense of Humor

NADINE NASSIF

People & Culture Strategist.
Digital Change through Alchemical Presence

- ♦ Digitalization & Admin Streamlining for Startups Scalable systems in HR, finance, ops & AI. HRIS expert.
- Scaling & Restructuring Teams Grew agency from 20 to 50 employees, later strategic downsizing from 50 to 20.
- ♦ Crisis & Culture Shift Leadership remote-ready hiring, onboarding & offboarding processes during COVID.
- People-Culture Advocacy at Board Level Aligned operational strategy with human impact & long-term vision.
- ♦ The gift of Presence Bridging structure and soul, translating innovation and inclusivity into human-centered workplaces.

EXPERIENCE

Life Project - Farm Renovation - Bern

Jan 2024 - Present

Co-led the restoration of a heritage farmhouse from 1850, into a sustainable home and community space. Worked hands-on with traditional building techniques, salvaged materials, and circular design principles. A deeply immersive project sharpening my adaptability, creative problem-solving, and resilience — strengths I now bring into purpose-driven, future-ready work.

HR & Administration Manager

2020- 2024

Enigma SA

Geneva - Bern - Zürich

- HR and Culture Manager / Chief Happiness Officer
- Member of the Board of Directors and Management committee
- Distributed governance structures implementation
- HR agency growth from 20 to 50 employees downsizing to 20
- Employee Operational Onboarding / Offboarding
- Internal accounting supervision. Bridge with external accountant
- Digital tool administration and systems maintenance
- International event organisation for 50+ people
- COVID crisis teamcrucial involvement, administrative and team mental health support
- Weekly online Yoga and mindfulness sessions for company well-being

Founder - Teacher

2009 - 2019

Yogattic

 $Sergy \, (FR) \, / \, Geneva$

Balancing full time motherhood of 2 young children whilst growing my business and creating community

- Established and scaled a yoga studio to a 150-client base, managing marketing, administration, and financial operations
- Community-centered wellness experiences, integrating somatic awareness and holistic practices
- Digital administrative processes, payments, and online bookings
- Teaching 10-15 weekly all level yoga classes studio & corporate
- International workshops & retreats. designed, facilitated and organized
- Mindfulness in-Company sessions for large corporations
- Intro to Yoga for Youth academy male body Football players

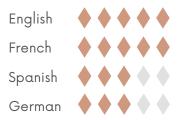
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TOOLS

- ₩ HR: BambooHR, Gen Al, Leapsome, Deel,
- Operations: Google Suite, Thinkific, Loom, Slack, Peerdom
- 📊 Finance & Admin: Xero, Revolut, Dext
- Project & Collaboration: Notion, Trello, ClickUp, Paymo, Miro, Figma
- CRM : HubSpot

LANGUAGES



INTERESTS

- Yoga & Meditation
- Somatic Nervous System regulation
- Non-Linear Movement (Dance)
- <u>History of Partnerism & Feminine</u> <u>Archetypes</u>
- Old Barn restoration
- Forest and River Bathing
- Abstract Aquarelle painting

Chief Operating Officer

ML Capital S.A. – Hedge Fund Marketing

2006-2008 Geneva

- HR Manager (team of 6)
- Startup admin, Finance and logistic support
- Personal Assistant to the 2 founders
- Anti-Money Laundering (AML) (LBA) Manager
- Budget and expense management
- internal procedures implementation
- Event organization in Geneva, London, Dubai

Account Administrator

2005-2006

Capital Guidance S.A., Family Office

Geneva

- Bank account administration, cash flow, wire transfers, client and bank communication for high-net-worth individuals.
- Anti-Money Laundering (AML) & "Know Your Client" (KYC) process responsibility

Senior Portfolio Accountant

1998-2004

Capital International S.A. Fund Mgmt.

Geneva

- Resource planning for the team
- onboarding of new team members
- Restructuring of Luxembourg daily funds
- Communication optimization and conflict resolution between depositary bank and Fund managers and operations
- Accounting system migration Operational link
- Y2K transition team lead & IT team link
- Net Asset Value (NAV) calculation and accounting

Administrative Assistant internships

1991-1997

Procter & Gamble

Geneva

CONTINUED EDUCATION

Somatic Institute for Women | 2024-2025 | Coaching Certification

<u>Council Guide Training</u> | 7 Generations 2021-2023 Evocative Leadership coaching certificate

<u>Joe Dispenza Progressive Retreat</u> - Basel 2023

<u>UPW - Unleash the Power Within - Tony Robbins</u> 2018 / 2019 Chicago / London

Yoga Teacher Training with Lance Schuler - Geneva 2009

One year discovery journey Around the World 1997