



NADINE NASSIF

People & Culture Strategist.
Digital Change through Alchemical Presence

- ☎ +41 79 342 79 14
- ✉ nadinenassif@hotmail.com
- 📍 20 Krummoosweg
3148 Lanzenhäusern (Bern)
- 🌐 [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**

- ✦ **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 AI, 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

English	◆◆◆◆◆
French	◆◆◆◆◆
Spanish	◆◆◆◆◆
German	◆◆◆◆◆

INTERESTS

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

Chief Operating Officer

2006-2008

ML Capital S.A. – Hedge Fund Marketing

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 |
Coaching Certification

2024-2025

Council Guide Training | 7 Generations
Evocative Leadership coaching certificate

2021-2023

Joe Dispenza Progressive Retreat - Basel

2023

UPW - Unleash the Power Within - Tony Robbins
Chicago / London

2018 / 2019

Yoga Teacher Training with Lance Schuler - Geneva

2009

One year discovery journey Around the World

1997