



## **Isabel Offner**

### **Administrative Assistant**

In her role as an Administrative Assistant, Isabel Offner is responsible for supporting the team and the Business Coordination Office with handling daily operations related to Novartis Foundation programs and projects. Her tasks include event coordination of the Novartis Foundation events and trip logistics for internal and external stakeholders.

Prior to joining the Novartis Foundation in April 2018, Isabel spent three years at Novartis AG working within Travel Management where she supported the Head of Travel on various projects. For several years before joining Novartis, Isabel gained valuable experience in the field of travel working for large business travel agencies such as American Express Global Business Travel.

Isabel is a state-certified Business Assistant with a focus on foreign languages.