

# SKAU REIPURTH

## **Lisa Marie De Matos**

Service Assistant

Lisa Marie De Matos has a background in business support, from which she has many years of experience with service, support, coordination, and facility management. In addition, Lisa has extensive experience in administration and as a receptionist.

Lisa is working in Skau Reipurth's service team, where she assists in welcoming clients and taking care of practical tasks around the house.

Lisa speaks English and the Scandinavian languages.

### **Work experience**

- 2022 –  
Skau Reipurth Advokatpartnerselskab
- 2015 – 2022  
Receptionist, Admin and Facility Manager, Sitel
- 2014 – 2015  
Complaint Manager, Taxa 4x35
- 2011 – 2013  
Dealer consultant for external dealers, Telia
- 2006 – 2011  
Coordinator and advisor dealer support, Telia

### **Educational background**

- International trade and office, Niels Brock
- Legal Secretaries Education Center, Hørsholm