



Daniela Muster



Contact

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Summary

Bachelor student in Business Administration (specialization General Management) with international experience in branding, marketing, and communications. I am an independent, communicative, and responsible individual. Fluent in German and English.



Work experience

Intern in Marketing & Communications 06/2021 – Present

Muster & Young Schweiz AG · Zürich

Assisted in the launch of various marketing initiatives
Implemented a new global website in Switzerland
Undertook various organizational and administrative tasks (including marketing concepts and controlling)

Accounting Clerk 08/2017 – 02/2020

Kanton Zürich, Strassenverkehrsamt Zürich-Albisgütli

Processed accounts payable and accounts receivable
Processed garnishment orders and payment orders
Handled inquiries regarding debtors/creditors and various clarifications with external and internal stakeholders

Commercial Apprenticeship 08/2013 – 07/2016

Kanton Zürich, Strassenverkehrsamt Zürich-Albisgütli



Personal details

📅 03/11/1997
🌐 Schweiz
💖 Single



Tool skills

Microsoft Office 365
SAP
Adobe InDesign 2020



Professional skills

- International experience in branding, marketing, and communications
- Assisted in the launch of various marketing initiatives
- Implementation of a new global website in Switzerland
- Undertook various organizational and administrative tasks (including marketing concepts and controlling)
- Processing of accounts payable and accounts receivable



Education

Bachelor of Science in Business Administration – General Management

09/2020 – Present

ZHAW School of Management and Law · Winterthur

Expected graduation: 06/2023

Commercial Vocational Baccalaureate for Adults

08/2016 – 07/2017

KV Zürich (ehemals KV Zürich Business School)

Commercial Basic Training E-Profile

08/2013 – 07/2016

KV Zürich (ehemals KV Zürich Business School)

Graduated with Federal Certificate of Competence



Certifications

Cambridge Certificate in Advanced English (CAE)

07/2020

Cambridge



Additional experience

Volleyball Club Zurich: Junior U12 Coach

08/2017 – Present

Volunteer work

Team coaching

Conducting training sessions



Privacy statement

Referenzen gebe ich auf Anfrage gerne bekannt.

- Processing of garnishment orders and payment orders
- Handling of inquiries regarding debtors/creditors and various clarifications with external and internal stakeholders



Languages

German

(Native)



English

(Advanced)



French

(Upper-Intermediate)



Hobbies

Volleyball · Salsa · Cultural travel in Asia