



Daniela Muster

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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

EDUCATION

Bachelor of Science in Business 09/2020 – Present

Administration — General Management

ZHAW School of Management and Law · Winterthur

Expected graduation: 06/2023

Commercial Vocational 08/2016 – 07/2017

Baccalaureate for Adults

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

PERSONAL DETAILS

 03/11/1997

 Schweiz

 Single

TOOL SKILLS

Microsoft Office 365
(Advanced)

SAP (Advanced)

Adobe InDesign 2020
(Beginner)

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.

- Undertook various organizational and administrative tasks (including marketing concepts and controlling)
- Processing of accounts payable and accounts receivable
- 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