

Daniela Muster

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Musterstrasse 55, 8045 Zürich

Personal details

03/11/1997
Schweiz
Single

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 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

Tool skills

Microsoft Office 365 (Advanced)

SAP (Advanced)

Adobe InDesign 2020 (Beginner)

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

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- 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

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

Hobbies

Volleyball · Salsa · Cultural travel in Asia

Privacy statement

Referenzen gebe ich auf Anfrage gerne bekannt.