

Daniela Muster

D.MUSTER@EXAMPLE.COM · +41 (0)79 123 45 67 · 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-Albisgüetli

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-Albisgüetli

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
- 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.