

# 2026 :: profile

# ~/daniela\_muster

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## \$ cv -- Personal details

📅 03/11/1997

🌐 Schweiz

💕 Single

## \$ cv -- 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.

## \$ cv -- 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*

## \$ cv -- Education

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**Bachelor of Science in Business Administration** 09/2020 – Present

– General Management

*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

## \$ cv -- Tool skills

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Microsoft Office 365 **Advanced**

SAP **Advanced**

Adobe InDesign 2020 **Beginner**

## \$ cv -- Professional skills

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- 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

## \$ cv -- Languages

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**German** · Native

**English** · Advanced

**French** · Upper-Intermediate

## \$ cv -- Certifications

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**Cambridge Certificate in Advanced English (CAE)** 07/2020

*Cambridge*

## \$ cv -- Additional experience

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**Volleyball Club Zurich: Junior U12 Coach**

08/2017 – Present

*Volunteer work*

Team coaching

Conducting training sessions

## \$ cv -- Hobbies

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Volleyball · Salsa · Cultural travel in Asia

## \$ cv -- Privacy statement

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Referenzen gebe ich auf Anfrage gerne bekannt.