



Daniela Muster

CONTACT

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8045 Zürich

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

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

CERTIFICATIONS

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

- 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)



HOBBIES

Volleyball · Salsa ·
Cultural travel in Asia

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.