



# Daniela Muster

## PERSONAL INFO

Address **Musterstrasse 55, 8045 Zürich**

Phone **+41 (0)79 123 45 67**

Email **d.muster@example.com**

## 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

06/2021 — Present

### Intern in Marketing & Communications

*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)

08/2017 — 02/2020

### Accounting Clerk

*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

08/2013 — 07/2016

### Commercial Apprenticeship

*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
- 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.