

Daniela Muster

Personal Data

Date of Birth: 15.11.1997
Nationality: Swiss
Marital Status: Single

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Short Profile

Aspiring Bachelor's graduate in Business Administration with a major in General Management with international experience in branding, marketing, and communications. I am an independent, communicative, and responsible person. Fluent in German and English.

Education

09/2020 – present	Bachelor's Degree Program in Business Administration with a Specialization in General Management Expected graduation: 06/2023 ZHAW School of Management and Law, Winterthur
03/2020 – 07/2020	Language Stay (English) International Language Campus, Honolulu, Hawaii Cambridge Certificate in Advanced English (CAE)
08/2016 – 07/2017	Commercial Vocational Baccalaureate for adults KV Zürich (former KV Zürich Business School)
08/2013 – 07/2016	Commercial Apprenticeship E-Profile Graduation with a federal certificate of proficiency KV Zürich (former KV Zürich Business School)

Professional Experience

06/2021 – present

Internship in Marketing & Communications (60%)

Muster & Young Schweiz AG, Zurich

- Participation in the launch of various marketing initiatives
- Implementation of a new global website in Switzerland
- Various organizational and administrative tasks (e.g. marketing concepts and controlling)

08/2017 – 02/2020

Accounting Specialist (80%)

Kanton Zürich, Strassenverkehrsamt Zürich-Albisgüetli

- Processing of accounts payable and accounts receivable
- Processing of garnishment documents and payment order
- Processing of inquiries regarding debtors / creditors as well as various clarifications with external and internal stakeholder

08/2013 – 07/2016

Commercial Apprenticeship

Kanton Zürich, Strassenverkehrsamt Zürich-Albisgüetli

Extracurricular Activities

08/2017 – present

Volleyball Club Zürich: Coach Juniors U12

- Team Coaching
- Training implementation

Languages

German:

Mother tongue

English:

Fluent, C1

(Cambridge Certificate in Advanced English CAE)

French:

Basic knowledge, B2

IT Skills

Microsoft Office 365:

Very good knowledge

SAP:

Very good knowledge

Adobe InDesign 2020:

Basic knowledge

Interests

Volleyball (since 8 years)

Salsa

Cultural trips in Asia

References

Upon request