

# Daniela Muster

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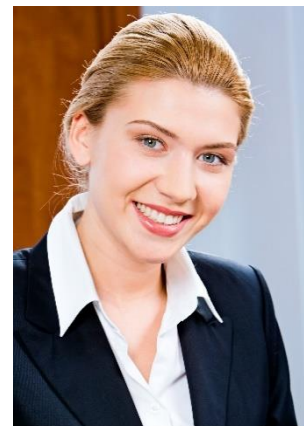
## Personal Data

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Date of Birth: 15. 11. 1996  
Nationality: Swiss  
Marital Status: Single

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8045 Zurich

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## Short Profile

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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

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09/2019 – present	<b>Bachelor's Degree Program in Business Administration with a Specialization in General Management, Expected graduation: 06/2022</b> ZHAW School of Management and Law, Winterthur
03/2019 – 06/2019	<b>Language Stay (English)</b> International Language Campus, Honolulu, Hawaii Cambridge Certificate in Advanced English (CAE)
08/2015 – 07/2016	<b>Commercial Vocational Baccalaureate for adults</b> KV Zürich (former KV Zürich Business School), Zurich
08/2012 – 07/2015	<b>Commercial Apprenticeship E-Profile</b> Graduation with a federal certificate of proficiency KV Zürich (former KV Zürich Business School), Zurich

## Professional Experience

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06/2020 – present

### **Muster & Young Schweiz AG, Zurich:**

#### **Internship in Marketing & Communications (60%)**

- 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)

08/2016 – 02/2019

### **Kanton Zürich, Strassenverkehrsamt Zürich-Albisgüetli:**

#### **Accounting Specialist (80%)**

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

08/2012 – 07/2015

### **Kanton Zürich, Strassenverkehrsamt Zürich-Albisgüetli:**

#### **Commercial Apprenticeship**

## Extracurricular Activities

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08/2016 – present

### **Volleyball Club Zürich: Coach Juniors U12**

- Team Coaching
- Training implementation

## Languages

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German:

Mother tongue

English:

Fluent, C1

Cambridge Certificate in Advanced English CAE

French:

Basic knowledge, B2

## IT Skills

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Microsoft Office:

Very good knowledge

SAP:

Very good knowledge

Adobe InDesign:

Basic knowledge

## Interest

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Volleyball (since 8 years)

Salsa

Cultural trips in Asia

## References

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Upon request