



## PERSONAL DETAILS

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Templatestreet 12  
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Switzerland  
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[andrea.template@provider.ch](mailto:andrea.template@provider.ch)


**Birth date**  
2 October 1996

**Nationality**  
Swiss, British

**Status**  
Single / Married, xy children

**Social Media**

 [linkedin.com/andrea-template](https://www.linkedin.com/andrea-template)

 [xing.com/andrea-template](https://www.xing.com/andrea-template)

## SHORT PROFILE

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Aspiring graduate with a Master's degree in Business Administration – Major Marketing from ZHAW with excellent project management and teamwork skills and international marketing experience. Interested in a challenging entry position with responsibility with focus on sustainability management, operating practices, and customer engagement in internationally focused projects.

# Andrea Template



## PRACTICAL EXPERIENCE

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**10.2020 – today**

**Junior Marketing and Communications Specialist (Part-Time, 60%)**

**Muster & Young Corporation, Zurich, Switzerland**

- Support product managers in improving the online customer experience
- Create and manage the global marketing materials catalog, i.e. writing of content and layouting
- Produce monthly reports outlining work activities and project progress

**08.2016 – 09.2020**

**Administrative Assistant (Part-Time, 60%)**

**Canton of Zurich Strassenverkehrsamt Zürich, Zurich, Switzerland**

- Collaborated with colleagues on creating new, more transparent financial forms
- Performed detailed financial analysis and research
- Maintained and prepared correspondence with clients and internal partners
- Prepared monthly financial statements and reports

**08.2012 – 07.2015**

**Commercial Apprenticeship**

**Canton of Zurich Strassenverkehrsamt Zürich, Zurich, Switzerland**

- Provided and requested information by telephone
- Served customers at the counter
- Created and processed invoices
- Organized events and meetings



## EDUCATION

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**09.2020 – today**

**Master of Science in Business Administration – Major Marketing**

**ZHAW School of Management and Law, Winterthur, Switzerland**

**Master's Thesis:** "On the Corporate Social Responsibility of Gen Z in International Corporations."

**Expected graduation:** 06.2022

## INTERESTS

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Paragliding, blogging (own travel blog), photography (especially nature images), travel

## REFERENCES

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Available on request

**09.2016 – 06.2020** **Bachelor of Science in Business Administration, Focus on General Management**

**ZHAW School of Management and Law, Winterthur, Switzerland**

**Specialization:** Marketing

**Bachelor's Thesis:** "The Development of a Marketing Campaign for NGOs."

**08.2015 – 07.2016** **Commercial Vocational Baccalaureate**

**KV Business School Zurich, Zurich, Switzerland**

**08.2012 – 07.2015** **Swiss E-Profile Commercial Occupational Education (Apprenticeship)**

**KV Business School Zurich, Zurich, Switzerland**



## FURTHER ENGAGEMENTS

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**01.2013 – today**

**Project Leader and Mentor**

**Youth Services Center Wallisellen, Switzerland**

- Helping plan and run events
- Supporting fundraising and donations by approaching sponsors
- Promoting Youth Services Center activities using various media and social networks
- Welcoming new members and assigning them to groups



## SKILLS AND COMPETENCIES

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### Language Skills

German	Mother tongue
English	Full Professional Proficiency (C2) 06. – 09.2018 Business English Certificate (C2), A+ Language School, London, UK
French	Basic knowledge (A2)

### IT Skills

Office Palette	Excellent skills (power user – SIZ User Certificate)
SAP/R3	Solid skills (HR module, CF module, warehouse management)
Adobe InDesign	Excellent skills