

# A WORLD OF JOB OPPORTUNITIES.



**Introduction for position  
ID**

Marketing/Communications Agent – German  
12152

# CURRICULUM VITAE

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**Place of Residence** Switzerland

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**Profile** 8 years experienced Marketing and Communication Agent in communications, marketing, public relations, analyst, business development, customer care. Willing for challenging opportunity, solid package of benefits, career perspective.

**Skills & Competences**

- Graduated studies in the fields of politics and communication;
- Communicative team player, thinks analytically and networked;
- Diverse editorial work experiences (German and English);
- Interested in everything related to society, politics, and communication;
- Hardworking and flexible.

**Application Software**

- MS Office (very good);
- Drupal (basic);
- Bloomberg (basic);
- SPSS (basic);
- Photoshop (basic);
- InDesign (basic).

**Education**

**2020**  
**Master of Arts**

**2017 - 2010**  
**Bachelor's in arts**

**2006 - 2007**  
**Diploma – Zurich**

**2001 - 2006**  
**High School**

**Work experience**

**Jan 2018 – May 2018**  
**Communications department - Internship**

**Your tasks/responsibilities**

- Editorial review of all the project factsheets;
- Research;
- Image editing and layout work;
- Maintaining website;
- Taking minutes.

**Nov 2014 – Mar 2015**  
**Department Biosecurity**

**Your tasks/responsibilities**

- Field-surveys

**Sep 2016 – Dec 2016**  
**Public Relations**

**Your tasks/responsibilities**

- Interviews and video-interviews for various clients;
- Contacting media professionals by email and telephone;
- Developing conversation guidelines for interviews;
- Managing the media digest.

**Jan 2016 – Jul 2016**  
**Political Marketing**

**Your tasks/responsibilities**

- Assisting in political consultancy, campaigning & public affairs projects;
- Administrative tasks, including website maintenance;
- Research.

**2007 - 2015**  
**Analyst**

**2012 – 2013**  
**Investor Relations**

**Languages**

- German – Mother language
- English – Good knowledge
- French – Intermediate
- Italian - Intermediate