

ALINE KELLER

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CONTACT

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 Aline Keller

INTERESTS



REFERENCES WILL BE
PROVIDED ON REQUEST.

EDUCATION

University of Zurich, Bachelor of Arts
09/2022 – today

- Major Business Administration
- Minor general economics sciences
- Bachelor's thesis: «Increasing turnover of Müller AG in the hospital market»
- Completion planned: 07/2025

Cantonal school Zug, bilingual Matura
(D/E) 08/2016 – 07/2022

- New language profile

FURTHER EXPERIENCES

BOARD MEMBER

University of Zurich, Association Oec,
07/2023 – today

- Student representation at faculty meetings
- Organisation of events
- Maintaining contact with various potential employers
- Editorial office of the newsletters

PRIVATE TUTOR

Self-employed activity, 09/2020 – today

- German and English for secondary and high school

PROFESSIONAL EXPERIENCE

CUSTOMER OFFICE ASSISTANT, 30%
Meyer AG, Zug, 09/2023 – today

- Recording customer data in datawarehouse
- Taking minutes, preparation of presentations
- Answering various customer enquiries in D, E, F

TRAINEE MANAGEMENT CONSULTANT

Accounting office Müller AG, Zurich, 07/2023 – 09/2023

- Preparation of business plans for small and medium-sized enterprises
- Administrative support for different consulting projects
- Participation in customer meetings

SKILLS

Language skills

German – Native language
Englisch – C2, Cambridge Certificate of Proficiency
French – B2, fluent

IT-knowledge

Microsoft Office
Word, Excel and PowerPoint
CMS Magnolia
Adobe Photoshop