

# 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