

Curriculum Vitae Dominique Serra

Personal information

Name Dominique Serra
Address Steinhaldenstrasse 63
CH-8002 Zurich
Phone +41 76 739 24 64
E-mail domi.serra@bluewin.ch
Date of birth 21/12/1989
Nationality Switzerland



Education

09.2016 – 06.2017 **University of Amsterdam (UvA): Master of Science in Political Science (International Relations)**
Focus: Analysis of transnational processes und institutions

09.2010 – 06.2013 **University of Zurich (UZH): Bachelor of Arts in Social Sciences (Communication Science)**
Focus: Communication studies with a minor in Business Administration and Political Science

Work experience

02.2018 – 08.2018 **Embassy of Switzerland in Buenos Aires: Diplomatic Internship**

- Reporting on foreign and domestic policies of Argentina
- Coordination of and participation in various bilateral meetings
- Maintaining social media channels (Facebook, Twitter)

10.2011 – 02.2018 **Credit Suisse (C&IB): Student Assistant**

- Creation of presentations for team and clients
- Organization of internal and external events
- Creation of internal websites and maintenance
- Performing data analyses
- Organization and coordination of employee trainings and team meetings

11.2014 – 04.2015 **K-MB Communication Agency for Context Marketing Berlin: Administrative Assistant, Coordinator**

- Inventory and maintaining storage room and showroom
- Reception of customers in agency's showroom
- Coordination of deliveries to and from clients

10.2013 – 03.2014 **Saatchi&Saatchi Advertising Agency: Internship Account Assistant**

- Planning and organization of client events
- Coordination of launch und concept development of several campaigns
- Organization of voice over artists and sound studio for production of TV-Spots

Languages

German	Native speaker
English	Fluent (C1 Level)
French	Good knowledge (B2 Level)
Spanish	Good knowledge (B2 Level)
Portuguese	Basic knowledge (A2 Level)

IT-Skills

MS-Office (Word, Excel, Power Point, Outlook)	Very good knowledge - daily user
IBM SPSS	Basic knowledge
