

# Gabriela Deborah Gubser

12 Ngaio Street, West end, Palmerston North 4412

Email: [gabriela.gubser@gmx.ch](mailto:gabriela.gubser@gmx.ch)

Mobile-No.: 021 069 11 08

## Who I am

I am a young professional who:

- has been **reliable** while working for the same bank for more than ten years. I have accomplished my tasks in a **professional** manner, showing great **attention to detail**.
- is **trustworthy** and **honest**. I have a **polite** and **friendly** customer focus and maintain sight of the company direction.
- has travelled to several different countries where I have acquired good **communication skills** and **adapted** well to the environment. I enjoy establishing rapport with a wide variety of people.
- works well in part of a team, challenging myself on learning new things. I believe that a "**good team work**" is essential for excellent company results.
- is **well-organized** and adapts well with responsibilities.

## What I am looking for

During several trips to New Zealand I fell in love with the country and I decided that I wanted to live and work here long term. I am looking for an interesting and challenging job to utilise the skills I have developed over the years and allow me to build new ones.

## Work history

### Business Analyst / Project Administrator

07/2013 - now

Volunteering at the HR Department at Massey University, Palmerston North

#### Duties:

- **Project administration** for diverse projects within the People and Organisational Development Department
- Process documentation and improvement
- Development of a SharePoint environment for HR Services to improve efficiency

### Professional Project Administrator for IT Projects

08/2010 - 08/2012

Zurcher Kantonalbank, Zurich - Third largest bank in Switzerland

#### Duties:

- **Project administration** for IT projects (including a major project with a budget of NZD 25 M)
- Managing a sub-project
- Deputy team leader for 17 months, including total of 13 weeks acting team leader (including **Project Management Office duties** and liaising between Project Management and other departments)
- **Personal assistant** to head of Project Management department (who oversaw a team of 66 Project Managers)

#### Notable achievement:

- Implementation of a new bank-internal test environment for software

**Sales Support Specialist - Pension Funds & Custody Consulting Team** **03/2007 - 07/2010**

Zurcher Kantonalbank, Zurich

Duties:

- Organise customer and training events
- Participate in **diverse projects**
- Process documents for accounting and custody reports
- Complete general duties in order to **support the Division Manager and his team**

Notable achievement:

- Implementation of a new in-house developed Customer Relationship Management System

**National and International Payments Administrator****04/2002 - 02/2007**

Zurcher Kantonalbank, Zurich

Duties:

- Process all kinds of national and international money transfers
- Administer the international SWIFT (Society for Worldwide Interbank Financial Telecommunication) key exchange
- Deputy team leader five months, including total of six weeks acting team leader
- General duties in order to **support the team leader**

Notable achievement:

- Development of user documentation for money transfer processes

**Apprenticeship as a Nurse****08/2001 - 02/2002**

Pflegeschool Sanitas, Kilchberg (Switzerland)

Left in February 2002

**Practical Placement - Medical Care****02/1999 - 06/1999**

Ospedale Civico, Lugano – hospital in the Italian part of Switzerland

Medical department

**Practical Placemet - Medical Care****08/1998 - 01/1999**

Stadtsptital Triemli, Zurich – city hospital in Switzerland

Surgical department

**Education**

<b>Qualification:</b>	<b>Institution:</b>	<b>Year:</b>
International English Language Testing System (IELTS)	Massey University, New Zealand	2013
Visual Basic for Applications (VBA) computer programming for MS Office products	Digicomp, Switzerland	2011
Introduction to macro programming for MS Office products	Digicomp, Switzerland	2011
Certified <b>Project Management</b> Associate IPMA Level D	IFA Weiterbildung AG, Switzerland	2011
Diploma of professional education and training Swiss Certified Specialist in Business Organisation with Federal Diploma of Professional Education and Training → enables me to work as a: <b>Business-Analyst, Business-Architect, Business-Developer, Business-Engineer, Process-Designer, Project-Manager</b>	IFA Weiterbildung AG, Switzerland	2010
Federal Certificate of Proficiency Commercial employee with comprehensive basic training	KV Business School, Switzerland	2006

<b>Qualification:</b>	<b>Institution:</b>	<b>Year:</b>
First Certificate in English	University of Cambridge ESOL Examinations	2003
<b>Preparatory College for Health Professionals</b>	VSZ Zurich, Switzerland	2001
Career choice school year	Berufswahlschule Limmattal Urdorf, Switzerland	1998
Primary and secondary school	Comprehensive school Hedingen, Switzerland	1997

### Stays overseas

<b>Occasion:</b>	<b>Institution:</b>	<b>Year:</b>
1 month (French)	Media Langues Caraibes, Guadeloupe	2004
Final year high school (with Diploma)	East Pennsboro Area High School, USA	2000

### Computers

**Software:** MS Word, MS Excel, MS Power Point, MS Outlook, MS Access, MS Visio, MS Project, MS SharePoint, Adobe Acrobat Professional, SAP, Lotus Notes, 20+ banking and bank-internal software

### Languages

German – native language, English – fluent, Spanish – good (second native language), Italian – everyday competence, French – moderately good

### Interests

Photography, skydiving, nature, music, friends

### Referees

#### Employment referees

- Geraldine Richardson – HRIS System Administrator – Massey University, Palmerston North, New Zealand  
Email: [g.m.richardson@massey.ac.nz](mailto:g.m.richardson@massey.ac.nz), Tel: Work - 06 3569099 ext 2102
- Trudi Isler – Team leader Project Administrators – Zurcher Kantonalbank, Zurich, Switzerland  
Email: [trudi.isler@zkb.ch](mailto:trudi.isler@zkb.ch), Tel: Work – 0041 44 292 73 54
- Written job references as well as diplomas and certificates are available on request.

#### Character referees

- Julie Bickner, Taupo, New Zealand  
Email: [bickner@xtra.co.nz](mailto:bickner@xtra.co.nz), Mobile: 021 215 22 27
- Katja Brühlman, Pfäffikon, Switzerland  
Email: [kisseleff@gmx.ch](mailto:kisseleff@gmx.ch), Mobile: 0041 79 745 99 64