



Tanja Rüegg

Curriculum vitae

Personal Information

Education Bachelor of Arts in Business and Economics
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Website www.tanjaruegg.com
Citizenship Switzerland

Work Experience

- 02.2026–present **Chief Operating Officer**, *Enerlytica*, Remote
Lead the day-to-day operations while managing international IT client projects, contribute to strategic planning, improve business processes, hire and supervise staff, and help shape technical delivery, quality assurance, and solution design
- 03.2023–01.2026 **Senior Project Manager**, *Enerlytica*, Remote
Initiated, planned, executed, monitored, and closed international IT client projects, contributed to strategic planning, defined a project management framework, hired and supervised junior staff, and oversaw the customer service operation
- 08.2018–03.2023 **Project Manager**, *Enerlytica*, Zurich
Initiated, planned, executed, monitored, and closed international data analytics client projects, established and maintained stakeholder relationships, and oversaw both the marketing and customer service operations
- 02.2017–07.2018 **Content Manager**, *Enerlytica*, Zurich
Designed and refined products, authored articles for high-circulation trade magazines and communicated technically complex topics in an appropriate manner to the target audience, and created, managed, and maintained web content
- 04.2016–03.2017 **Project Manager and Editor**, *ETH Alumni Association*, Zurich
Managed and edited two issues of a magazine with a circulation of 25,000, planned and executed the content creation as well as the selling of advertisements, maintained a job platform, and mentored new employees
- 06.2016–12.2016 **Scrum Master, QA Engineer, and Sales Manager**, *ESGroup*, Zurich
Led an internationally distributed five-person team as Scrum Master, managed the successful release of an online shop, ensured software quality, and developed and implemented the marketing concept
- 02.2015–07.2015 **Sales Manager Online Marketing**, *W & W Communication GmbH*, Basel
Acquired new customers by phone as well as email, created advertisements including company portraits for prospects during the sales process, represented the company at trade fairs and mentored new employees

Education

- 08.2015–07.2018 **Bachelor of Arts in Business and Economics** (magna cum laude), *University of Zurich*
- Major in business administration and minor in computer science
 - Thesis on influencer marketing and brand effects (highest grade)
- 08.2013–07.2014 **Bachelor of Veterinary Medicine** (incomplete), *University of Zurich*
- 08.2009–07.2013 **A Levels Equivalent**, *State College for Higher Education Wattwil*
Major in biology and chemistry

Nonprofit Work and Governance

- 2022–present **Operations Lead**, *Modeling Cooperation*, Remote
Support the team working to mitigate risks from AI competition dynamics by managing funding reporting, grant compliance, and communications, and supporting financial administration, stakeholder relationships, and product management
- 2019–2021 **Research Support Manager**, *Modeling Cooperation*, Remote
Supported the AI governance researchers at Modeling Cooperation by managing funding reporting, grant compliance, and communications, and supporting financial administration and editorial review of research outputs
- 2018–2019 **Member of the Board of Directors**, *Sentience Politics*, Zurich
Provided strategic governance by ensuring the organization's activities align with the co-created mission and vision, hired and supervised the two executive directors, and provided financial oversight
- 2016–present **Lead of an Educational Project about Animal Welfare**, Remote
Lead the production of a 3-minute video about animal welfare, coordinate the distribution of 300+ plant-based nutrition kits, and continuously improve and maintain the website featuring the video
- 2014–2015 **Project Manager Sentience Politics Zurich**, *GBS Switzerland*, Basel
Managed a team of 20 volunteers, coordinated and filed a popular initiative on plant-based nutrition resulting in a law being added to the highest constitutional level of the municipality of Zurich (population 400,000)

Language Skills

German (native), English (fluent), French (basic)

Technical Skills

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| OS | Linux, Windows |
| Office suites | Google Workspace, Microsoft 365 |
| Management | Jira, Trello, Asana |
| Documentation | Confluence, Miro |
| Data & web | SQL, HTML, CSS |
| VCS & editors | Git, Emacs, Vim |

Interests

Personal productivity, rational & critical thinking, and strength training