

## EDUCATION

SEPTEMBER 2016 – JUNE 2019

High School, “ Kuvendi i Arbërit “

Natural Sciences

GPA 4.97/5.0

Member of Recycling Society

Mar 2013 - Jul 2014

SEPTEMBER 2007– JUNE 2016

Primary School “Gjon Serreci”

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GPA 5.0/ 5.0

HONOURS

Directorate for Youth and Sports Culture- Kosovo

AUGUST 2019 – (Expected MAY 2021)

Community College, “ DMACC”

Renewable Energy Technology, Associate degree

GPA 3.59/4.00

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## WORK EXPERIENCE

OCTOBER 2017 - NOVEMBER 2017

Event Organizer, Youth Center

- Organizing all activities in detail
- Creating the agenda for the "Week of Volunteer Work"
- Maintaining the Facebook site
- Designing and publishing agendas

AUGUST 2017 - OCTOBER 2018

Event Organizer & Translator, FerFilm Festival

- Translating movies
- Organizing events
- Maintaining Facebook and official website
- Welcoming the festival's guests

SEPTEMBER 2019 - JANUARY 2020

Assistant of the Dean, Des Moines Area Community College

- Screening and Handling Telephone Communications
- Gathering, entering and updating data to maintain departmental records and databases
- Coordinating the day-to-day management of supplies, equipment and facilities for activities

MARCH 2021 - PRESENT

Assistant TECH SUPPORT, Des Moines Area Community College

- Managing ticketing system for Ankeny Campus
  - Troubleshooting for hardware and software installation
  - Updating and installing tech equipment
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## PROJECTS

NOVEMBER 2018 - DECEMBER 2018

Team Member, Podium - UNICEF

Building an inclusive project for Roma, Ashkali and Egyptians of Kosovo. The project consisted of five activities on a weekly basis, trying to have RAE groups more included in society, indirectly affecting their drop-out rate from schools and increasing their employment rate.

- Managed expenses and budget planning of our sponsored incomes and outcomes.
- Designed the activities of the project
- Coordinated the implementation of all activities

NOVEMBER 2018 - DECEMBER 2018

Member, European Youth Parliament (EYP)

I represented my city in this EYP session that took place in Prizren/Kosovo.

- Researching about the resolution
- Writing the resolution and improving it
- Presenting the resolution to the Parliament
- Debating the resolution with the Parliament

NOVEMBER 2018 - NOVEMBER 2018

Debater/Delegate, Balkan Debate Academy

A group of youngsters were chosen to represent the Republic of Kosovo in Balkan's Debate Academy amongst many other youngsters from every country of the Balkans. Balkan's Debate Academy was a week-long, intensive tournament.

- Researching, selecting material and data, adding structure to the speech, preparing my line of argumentation

MARCH 2019 - APRIL 2019

Member, Leadership Development Association Balkan (LDA Balkan)

LDA Balkan team was invited to LEAPin Summit Zagreb/ Croatia. We were honoured with invitations for Parliamentary visits and Kosovo embassy visits.

JUNE 2019 - JUNE 2019

City Representative – OBESSU/ KOSOVA YOUTH COUNCIL

A two-day camp full of activities, focusing in the inclusion of students returning to school after staying in asylum outside of Kosovo.

- Planned for fundraising and overall project development stages
- Brainstormed and implemented ideas on better inclusion of youngsters at school.

MAR 2019 - MAR 2019

Delegate, European Youth Parliament (EYP)

I was chosen to represent the Republic of Kosovo in this EYP Session held in Strasbourg/ France. In this session, my team and I created resolutions affecting gender equality in schools in Europe. We proposed our motion to EYP, we won the votes and the resolution passed.

- Researching about gender equality in schools of Europe

- Writing the resolution and improving it intensively
  - Presenting the resolution to the Parliament
  - Debating the resolution with the Parliament
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## **VOLUNTEER ACTIVITIES**

SEPTEMBER 2015 – JUNE 2019

**Volunteer**, Youth Sector/ Municipality of Culture, Youth and Sports

- Organizing and coordinating several volunteering activities throughout the years
- Leading volunteering groups on organizing certain activities and events,
- Creating project plans, building budget and finding sponsors in order to implement awareness activities

SEPTEMBER 2018- JUNE 2019

**Board Member**, Kosovo Youth Council

- Lead an umbrella of over 7,000 thousand high school students
- Coordinating and scheduling activities and events,
- Managing expenses and budget planning of our sponsored incomes and outcomes
- Serve as a resource person
- Creating and supervising fundraising activities

JULY 2019- AUGUST 2019

**Coordinator**, The German Society for International Cooperation (GIZ)

My friends and I created a non-profit organization called 'FerPune' to help people from my city find jobs. We divided into different groups with different tasks. Our administrative group would call companies and ask to schedule interviews, our field group would go to those companies and ask them for open work spots, volunteering opportunities and internships, our tech group would use data from the field group to create a database and website for the public to gain this information about open vacancies.

- Digitalizing information received from the field group,
  - Maintaining databases and updating spreadsheets with information from employees
  - Networking with private businesses to further develop the database
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## **SKILLS**

Microsoft Office Package  
Adobe Photoshop  
Corel Draw

CNC Operator  
Google IT Support Professional Certified  
AutoCAD Proficient

