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| Erza Gashi |

**”** Contact

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|  | *eerza1@hotmail.com* |
|  | *515-779-3631* |
|  | *Ankeny, Iowa 50028* |

Skills                     * Data collection
* Listening
* Managerial
* Network
* Risk Management
* Translation
* Reporting and documentation
* Encryption
* Protecting networks
* Monitoring computer viruses
* Resource allocation
* Managing security breaches
* Customer service
* Communications
* Planning and coordination
* Process improvement
* Security systems
* Administrative support
* Inventory management
* Relationship development
* Supervision
* Team building
* Team management
* Project organization
* Problem resolution
* Operational improvement
* Business operations
* MS Office
* Organization

Education and Training                     2018**Business Administration, Finance**Sheffield UniversityCurrently I have managed to finish university with first class degree (70%) however the diploma will be attained during 2018 November.20152015**Bulevardi Isa Boletini, nr27, Phone: +38649857107 Mitrovice** 06/2019**Master of Science - Logistics and Supply Chain Management** Sheffield UniversityGreece Expected in 05/2021**Associate of Applied Science - Cyber Security**Des Moines Area Community CollegeAnkeny, IACertifications                     * Microsoft Certified Systems Engineer (MCSE)
* Salesforce
* Cisco Certified Network Associate (CCNA)
* Microsoft Office Specialist (MOS)
* Project Management Professional (PMI)
 |  |  | Summary                     Computer security professional with significant skill in building and leading high-performance teams to drive positive results. A motivating leader dedicated to creating organizations with a focus on risk mitigation and management.Experience                     Procircular GRC | Ankeny, Iowa

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|   | 10/2020 - Current | * Analyzed system risk to identify and implement appropriate security countermeasures.
* Audited networks and security systems to identify vulnerabilities.
* Learned Managerial and risk management tools to support office needs.
* Achieved cost-savings by developing functional solutions to resolve problems.
* Created agendas and communication materials for team meetings.
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Online Marketing ManagerButtoni | Prishtina, Kosovo

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|   | 05/2019 - 12/2019 | * Exceeded specific team goals and resolved issues by partnering with staff to share and implement customer service initiatives.
* Strategized approaches to meet objectives and capitalize on emerging opportunities.
* Forecasted sales numbers and product profitability to determine ideal strategies.
* Conducted research and development on existing and emerging products to highlight benefits and attract retention.
* Initiated market research studies directed operations and reviewed findings to optimize marketing approaches.
* Balanced company objectives and customer desires when formulating pricing and marketing strategies.
* Captured new customers by optimizing business strategies and launching products to diversify offerings.
* Analyzed consumer behaviors and market trends, adjusting email and advertising campaigns based on current knowledge.
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AssistantGezimi Yne

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|   | 06/2016 - 10/2016 | * Main duties of this job were related to the establishment of network and efficiency while meeting different people.
* Creating a new methodology and seeking for more advanced supplier was also required.
* However, there was always a need to combine the ideas with the chief executive and re-establish new paths toward successful integration.
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TeacheEnglish School

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|   | 06/2014 - 08/2014 | * As a teacher there my duty was to help little kids to improve their English.
* Some cases there where even older people who wanted help.
* By providing help to them I was able to improve my skills in English but also in listening.
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General Manager

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|   |  | * My work as a General Manager at Iton School Translation Bureau, was to observe other workers if they did their obligations and control the data collection every day.
* During the time I worked there, I became more efficient and improved my managerial skills.
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Personal Information                     INTERESTS, I am always seeking for new challenges and always willing to accept new opportunities. I am more than glad to meet new cultures and I am always seeking for such opportunities. Creating networks is one of the main aims additionally establishing relationships with people. My weaknesses is correlated with the hard working process I really do not want to stop unless I have given my best.Qualifications                      Project Risk Management candidateScenaTI seminars attendedEnergy Conservation CourseResidential Energy Auditing  |  |

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