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|  | |  | | --- | | Erza Gashi |   **”**  Contact     |  |  | | --- | --- | |  | *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 University  Currently I have managed to finish university with first class degree (70%) however the diploma will be attained during 2018 November.  2015  2015  **Bulevardi Isa Boletini, nr27, Phone: +38649857107 Mitrovice**  06/2019  **Master of Science - Logistics and Supply Chain Management**  Sheffield University  Greece  Expected in 05/2021  **Associate of Applied Science - Cyber Security**  Des Moines Area Community College  Ankeny, IA  Certifications     * 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   |  |  |  | | --- | --- | --- | |  | 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. |   Online Marketing Manager  Buttoni | Prishtina, Kosovo   |  |  |  | | --- | --- | --- | |  | 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. |   Assistant  Gezimi Yne   |  |  |  | | --- | --- | --- | |  | 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. |   Teache  English School   |  |  |  | | --- | --- | --- | |  | 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. |   General Manager   |  |  |  | | --- | --- | --- | |  |  | * 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. |   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 candidate  ScenaTI seminars attended  Energy Conservation Course  Residential Energy Auditing |  |

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