**Arbesa Nikaj**

1210 SW 28th St, Ankeny, Iowa 50023 | Phone: 515.779.3595 or 045.830.035| Email: arbesa.nikaj@gmail.com

**Education**

**Applied Engineering Technology, AAS Expected May 2021**

*Des Moines Area Community College Ankeny, Iowa*

* Women in Energy Scholarship (Full-ride scholarship awarded via Kosovo national competition)
* Specialized engineering training; immersed in US culture; refined English language skills.
* Relevant Coursework: Mechanical Power Transmission, Process Control, Principle of Business Statistics, Principles of Electricity, Electrical Motor Controls, Communication Skills. (Average credit load per semester: 20).
* DMACC Honors Program participant ( requires minimum grade point average of 3.5/4.0).

**Bachelor of Electrical Engineering Sciences April 2020**

*University of Pristina “Hasan Prishtina” Pristina, Kosovo*

* Power Engineering concentration area.
* Relevant Coursework: Fundamentals of Electrical Engineering, Electrical Circuits, Electronics, Power Electronics, Electricity Power Production, Electrical Installations, Electrical Networks, Mathematics.

**Training and Certifications**

**Natural Gas January 2021**

*Des Moines Area Community College (DMACC) Ankeny, Iowa*

* Virtual course.
* Earned certificate.

**Foundations of Energy Conservation January 2020**

*Des Moines Area Community College (DMACC) Ankeny, Iowa*

* Five-week practical internship on energy conservation.
* Earned certificate.

**Energy Auditing October 2019**

*Des Moines Area Community College (DMACC) Ankeny, Iowa*

* Five-week practical internship on energy auditing.
* Earned certificate to be independent energy auditor.

**Work Experience**

**Audit project specialist September 2019 – Present**

*Des Moines Area Community College Ankeny, Iowa*

* Performed energy audit on 22 buildings (HVAC system, electrical usage, building isolation)

**Wind turbine specialist September 2019 – Present**

*Des Moines Area Community College Ankeny, Iowa*

* Troubleshooting wind turbine; assessing input/output voltage and electrical current; prepare a report of troubleshooting measurements;
* Preparing exams for students enrolled in WTT 999,888,7777

**Tutor September 2019 – Present**

Academic Achievement Center, *Des Moines Area Community College Ankeny, Iowa*

* Provided instructional support to students taking: Applied Math, Applied Math II, Mathematic for Electronics & Computers, Principles of Electricity, Electrical Motor Controls.

**Finance and Data Security, Controller and Coordinator April 2017-August 2019**

Telecom of Kosovo, Pristina (Kosovo) *Pristina, Kosovo*

* Prepared monthly financial statements and processed expense data for approximately 3000 employees.
* Analyzed expense claims for compliance with policy and detection of potential fraud.
* Directly supervised accounts receivable and accounts payable averaging 12,000€ (more than 150 times the average monthly Kosovar salary)

**Cashier April 2015-October 2015**

Elkos Trading Centre- ETC, Pristina (Kosovo)*Pristina, Kosovo*

* Accepted cash and credit card payment from customers ( 200-500 per day).
* Developed outstanding rapport with customers through excellent communication;
* Managed cash register and reconciled sales at the end of each shift.

**Translator and interpreter July 2013-July 2014**

CEDE-Center for Education and Development Environment*Pristina, Kosovo*

In partnership with German Organization GIZ, Pristina (Kosovo)

* Helped rural citizens with waste management in preparation for future recycling efforts.
* Donated dumpsters to low income residents;
* Assessed opportunity to convert garbage to energy.

**Skills**

* Albanian (native), English (Proficient user).
* AutoCAD, PLC, HMI, Matlab, Photoshop, C++, and Microsoft Office Suite.
* Leadership; Presentation; Record keeping, detail oriented, Active Listening; Organizing; Research; Teamwork; Written & Oral Communication; Problem solving; Multitasking; Analytical skills; and Decision making.