**Ronita Murseli**

515 505 6542

ronitamurseli0@gmail.com

Ankeny, Iowa

**EDUCATION**

**Associate of Applied Science: Applied Engineering Technology** *Expected May 2021*

**Certificate in Natural Gas Course** *January 2021*

**Certificate in Energy Auditing** *February 2020*

**Certificate in Energy Efficiency Training** *October 2019*

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

* President’s List, Fall 2019, Spring 2020 & Fall 2020
* GPA: 4.0

**High School Diploma** | “Kuvendi i Arberit” Gymnasium, Ferizaj, Kosovo *May 2019*

* GPA: 4.0

**CERTIFICATIONS & TRAINING**

* **C# Certificate** | “UNIVERSUM” College, Ferizaj, Kosovo *May 2019*
* **Global Advanced English Certificate** | Centre for Adult Education “Linda@star”, Ferizaj, Kosovo *Sept. 2018*
* **Global Upper-Intermediate English Certificate** | Centre for Adult Education “Linda@star”, Kosovo *Sept. 2017*

**EXPERIENCE**

**Computer Tech Assistant**| DMACC Computer Repair Department *January 2021- May 2021*

* Provided on-site computer assistance to staff and students
* Worked with the school software to prepare and distribute computers and other hardware equipment
* Created database to maintain departmental hardware and software inventory

**Lab Assistant** **Intern**| DMACC Health Department - Office of the Dean *Oct. 2019 – Jan. 2021 (Closed due to COVID-19)*

* Assisted the Dean and Instructors in project managing
* Executed administrative assistant duties
* Helped with student recruitment

**Library Assistant** | DMACC Library, Ankeny, IA *October 2019 – March 2020 (Closed due to COVID-19)*

* Demonstrated strong attention to detail and organizational skills while shelving books and cleaning
* Provided excellent service to library patrons; assisted with using technology and equipment and helped troubleshoot any technical issues as needed

**Volunteer** | Central Iowa Shelter and Service *July 2020*

* Volunteered and participated in helping people during the Covid Pandemic
* Helped providing meals for kids and people in need
* Provided masks and sanitized equipment for homeless people

**Volunteer** | “4X4X4 Balkan Bridges” NGO, Ferizaj, Kosovo*January 2017 – July 2019*

* Volunteered and participated in projects to clean and protect the environment
* Strictly implemented the Balkan Bridges' internal regulation
* Participated in decision-making

**Volunteer** | “HendiFer” NGO, Ferizaj, Kosovo*June 2017 – July 2019*

* Volunteered in activities to help disabled people
* Visited classes in schools that take care of disabled children
* Played games with individuals in assisted living centers
* Always maintained confidentiality

**SCHOLARSHIPS & AWARDS**

**“Women in Energy” Scholarship Recipient at DMACC, Iowa**| Funded by MFK May 2019

**Second Place Award** | The National Competition “Shkencetari I Ri”, Prishtina, Kosovo *March 2019*

**Certificate of Honor** for promotion of practical teaching | “Fair of Science & Culture 2018”, Vushtrri, Kosovo *Nov. 2018*

**Certificate of Attendance** | “Math Kangaroo Contest-Kosovo (MKC-K)”, Ferizaj, Kosovo *March 2018*

* Held by “Institute ATOMI” and supported by "Association Kangourou sans Frontières(AKSF)" in Kosovo

**Bronze Medal & Certificate of Achievement** | “The National Chemistry Competition 2015 - II”, Lipjan, Kosovo *Nov. 2015*

**Honorable Mention Certificate** | “The Final of the National Chemistry Competition 2015 - I”, Lipjan, Kosovo *March 2015*

**Gold Medal** & **Certificate of Achievement**| “The National Chemistry Competition 2015 - I”, Lipjan, Kosovo *March 2015*