|  |  |  |  |
| --- | --- | --- | --- |
| Agnesa **Tahiri**Student

|  |  |
| --- | --- |
|  **Address** Prishtine, Kosovo, 10000**Phone** 38345850975**E-mail** agnesat@auk.org |   |

 |  |

A hardworking student, who is interested in learning new skills, gaining new experiences, and expanding my knowledge throughout my academic pursuits. I'm always willing to contribute my skillset to companies, regardless of the function or concentration.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Skills**

|  |  |
| --- | --- |
|  | Teamwork and Collaboration Excellent |

|  |  |
| --- | --- |
|  | Written Communication Excellent |

|  |  |
| --- | --- |
|  | MS Office Excellent |

|  |  |
| --- | --- |
|  | Multitasking Abilities Excellent |

|  |  |
| --- | --- |
|  | English Excellent |

 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Work History**

|  |  |  |
| --- | --- | --- |
|   | **Sep 2021 - Current** | **Student Facilitator** *Rochester Institute of Technology, Prishtine, Kosovo** Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
* Collaborated with professors for lesson preparation by preparing materials and setting up equipment.
* Organized and guided skills practice, research, and memorization tasks for students.

Outcome: The professors managed to grade on time, finish all the material on the lectures, and the students had an easier time with the class due to my assistance. |

|  |  |  |
| --- | --- | --- |
|   | **May 2020 - May 2021** | **Costumer Representative** *Limitless Marketing L.L.C, Prishtine, Kosovo** Assisted the customers by finding the correct universities for them
* answered questions regarding the schools and programs.
* helped the clients schedule appointments with the respective companies.

Outcome: After my second week of working, the main branch of the company asked to expand the company in Prishtina, due to my hard work and a high number of leads. |

|  |  |  |
| --- | --- | --- |
|   | **Dec 2019 - Apr 2020** | **Financial Assistant Intern** *Sheki SH.P.K, Prishtine, Kosovo** Assisted with account reviews and preparation for account reviews.
* Reviewed financial statements with staff accountants.
* Used coordination and planning skills to achieve results according to schedule.
* Recording the receipts in the system.
* Fiscal the invoices.
* Arranging the invoices in the appropriate files, printing, and arranging.

Outcome: The finance office had an easier time finishing their duties, there was a faster pace in the office, and they managed to finish the invoices on time. |

 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Education**

|  |  |  |
| --- | --- | --- |
|   | **Sep 2019 - Current** | Bachelor of Arts: Web/ Management & Entrepreneurship *Rochester Institute of Technology - Kosovo** Dean's List three years in a row
* Received "Meridian Express" scholarship
* Member of YMCA club
 |

 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Certifications**

|  |  |  |
| --- | --- | --- |
|   |  | CCNA1, CCNA2, CCNA3, CCNA4, IT Essentials |

 |