



Bulëza Ejupi

Date of birth: 11/07/1997

Nationality: Kosovar

Gender: Female

CONTACT

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ABOUT ME

An accomplished and high-achieving professional complemented with having a BA Information Systems degree and Master ongoing. A mix knowledge of online marketing and web development. Diligent and focused, demonstrating exceptional attention to detail along with the motivation and multi-tasking abilities required to meet demanding deadlines.

WORK EXPERIENCE

04/02/2022 – 31/07/2022 – Prishtine, Kosovo

Wordpress Developer Intern

solution25

- Designing and building the website front-end.
- Creating the website architecture.
- Generating WordPress themes and plugins.
- Conducting website performance tests.
- Using Elementor
- Custom theme - 2 projects from scratch
- Programming languages; HTML,CSS,JS

04/12/2021 – 04/02/2022 – Prishtine, Kosovo

Marketing Intern

solution25

- Campaign management (Google Ads,Facebook,Instagram)
- Building a social media presence by maintaining a solid online presence.
- Monitoring the company's brand on social media.

02/2021 – 08/2021 – Prishtine, Kosovo

Business operations manager

A&H Group

- Trackings sales data
- Formulating sale strategy and Improving performance
- Managing stock control and inventory checks.
- Developing and implementing growth strategies.

Marketing manager

- Analyzed engagement data, identified trends in customer interactions and planned digital campaigns
- Development of brand identity, awareness and online reputation.
- Social media managing
- Design (CANVA,Adobe Photoshop)
- Web content manager CMS

08/2018 – 06/2019

Chaperone

ILG School

Supervisor of a group of students.

12/2016 – 09/2017

Promoter

Buçaj Sh.p.k

Demonstrating and providing information on promoted products/services.

EDUCATION AND TRAINING

07/2021 – CURRENT

Master of Management and Informatics

Universiteti i Prishtinës

2015 – 2020 – Lagjja Kalabria, Prishtine, Kosovo

Bachelor of Information Systems

UBT - University of bussines and technology

<https://www.ubt-uni.net/sq/ballina/>

08/2021 – 09/2021

Social Media Manager Training and Certification

Hallakate

<https://hallakate.com/>

04/2019 – 05/2019 – CONTACT INFO Ganimete Tërbeshi, 26A, Aktash, Prishtine

Certificate of Participation (Web Development)

Open Data Kosovo

Field(s) of study

- Web Development

<https://opendatakosovo.org/>

09/2019 – 10/2019

Youth Trainer and Communication certified

Red Cross of Kosova

10/2017 – 12/2017 – Rr. Iliaz Kodra, Dardania, Prishtine

Certificate of Participation (Fundamentals of Web Development)

Tick - Training institute center of Kosova

Field(s) of study

- Fundamentals of Web Programming

07/2016 – 08/2016 – Rome, Italy

Job shadowing visit

“BE DRIN” Consortium

· The Italian Civil Protection System and the Volunteers-based Disaster Response, Preparedness and Prevention Activities”

05/2016 – 06/2016 – Vushtrri, Kosovo

Certification of Participation for EU AID VOLUNTEERS

“BE DRIN” Consortium

· Enhancement of hosting organization's volunteer management capacities for EU AID VOLUNTEERS certification

09/2013 – 10/2013

Trainer of Reproductive Health Certified

Red Cross of Kosova

DIGITAL SKILLS

My Digital Skills

Social Media / Canva / Adobe Photoshop / Ads Manager / Wordpress / Elementor (WordPress) / Web - HTML/CSS

Office

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Docs / Microsoft Office / Organizational and planning skills

VOLUNTEERING

11/04/2021 – 19/12/2021

Leader of Red Cross Prishtina volunteers

Prishtine, "1 Tetori" - Vaccination Center

Volunteer Leader duties:

- Leading on all aspects of volunteer wellbeing developing a strategy to recruit, reward and retain volunteer.
- Directly managing volunteers, providing mentorship and guidance, support.
- Responsible for the timely and accurate processing of data from volunteers to create reports and distribute it to key members of the organization.

LANGUAGE SKILLS

MOTHER TONGUE(S): Albanian

OTHER LANGUAGE(S):

English

Listening
C2

Reading
C2

**Spoken
production**
C2

**Spoken
interaction**
C2

Writing
C2