

PERSONAL INFORMATION



ELISA SPAHIU

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Date of birth 29/05/1992 | Nationality Albanian

WORK EXPERIENCE

19 JANUARY 2021-
PRESENT

Senior IT Engineer

SPECIAL ANTI-CORRUPTION STRUCTURE TIRANA

Maintenance and management of institution web page.
Administration and monitoring the performance of Database, including backup planning.
Responsible for information security, network configuration (Routers, Switches), servers (Domain, Mail, Data protection).
Administrate the internal phone central.
Periodically controlling and monitoring server room for security and functionality.
Planning of for further development of the physical network and software.

19/12/2019- 18/01/2021

IT Specialist, Public Relations and *Coordinator for the right to information Anti-Corruption and Organized Crime Court of Appeal*

Maintenance and management of institution web pages.
Administration and maintenance of the ICMIS Electronic Case Management System and Audio Digital Recording System.
Authorized person for Public Procurement Commission.
Administration and monitoring the performance of Database, including backup planning.
Responsible for information security, network configuration (Routers, Switches), servers (Domain, Mail, Data protection).
Administrate the internal phone central.
Periodically controlling and monitoring server room for security and functionality.
Planning of for further development of the physical network and software.

October 2019- March 2020

Front-End Web development and Microsoft Sql Server Instructor
Njuton School

Teaching the fundamentals of front-end programming by gaining the knowledge to build web applications.
Teaching how to create advanced navigation and learn to incorporate metadata and multimedia with HTML5 and CSS3.
Teaching how to develop concepts in programming by learning to code in JavaScript and React.
Teaching to write React codes for UI development.
Teaching how to use a Microsoft SQL Server to install, build, and design databases, Stored Procedures, Views, Functions, Triggers, Backup strategy, Restore, Import, Export, Automation of SQL Server Agent.

28/01/2014- 18/12/2019

IT Specialist, Public Relations and *Coordinator for the right to information*

Serious crimes appeal court

Administration and maintenance of the ICMIS Electronic Case Management System and Audio Digital Recording System.

Authorized person for Public Procurement Commission.

Maintenance and management of institution web page.

Administration and monitoring the performance of Database, including backup planning.

Install, configure and maintain the technical states of computers, printers, scanners, network devices, cabling etc.

Responsible for information security, network configuration (Routers, Switches), servers (Domain, mail, Data protection).

EDUCATION AND TRAINING

Dates (2013-2016)

Professional Master of Business Informatics

Faculty of Natural Sciences, University of Tirana

The two-year Master in Business Informatics was an integrated, multidisciplinary degree program. The program's principal strength is a combination of business, informatics and technology. The degree provides a comprehensive understanding of the discipline of computer science, equipping students to understand not only "Business Information Systems", but the theories and applications associated with such essential subjects as programming, databases and project management.

General knowledge in Artificial Intelligence, Cryptography, E-Commerce and User Interface Design.

General knowledge in business analysis and ethical business, project management, information processing and management systems, reporting systems.

General knowledge in software development

Dates (2010-2013)

Bachelor degree in Informatics

Faculty of Natural Sciences, University of Tirana

General knowledge on electronic devices and in the basic areas of theoretical and applied sciences. General Knowledge in analyze and design informatics systems.

General Knowledge in Software Engineer, Databases Administration and programming languages such as: C / C ++, Java, HTML/ CSS, JavaScript, Ajax, PHP, mobile programming, algorithmic.

Familiarity with principles of Data Architecture, design patterns, metrics, and relevant industry standards.

Familiar with operating systems: Linux, Ubuntu, Windows.

PERSONAL SKILLS

Mother tongue(s)	ALBANIAN				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
APTIS Level C					
Italian	C1	C1	C1	C1	C1
German	A2	A2	A2	A2	A2
Spanish	A1	A1	A1	A1	A1

Digital skills Advanced knowledge in Front-end development: (HTML, CSS, Bootstrap, JavaScript, React, Vue.JS, Angular)
 Advanced knowledge in Microsoft SQL Server
 Good knowledge in PHP
 Very good knowledge on Windows Server 2012, Windows 8.1 / 10.
 Good knowledge in C/C++, JAVA, Algorithmic, Network Administration

Communication skills Good communication skills including speaking in public, making presentations, gained through my experience and participation in different conferences.
 I have ability to communicate in difficult situation
 Ability to adapt and respond to a variety of topics and conversation.
 Clarity in expressing and explaining my point
 Being attentive, respecting opinions and taking interest in others point of view in order to establish good communication with colleagues
 Problem solving skills, ethical behavior, sociable in interpersonal situation, have strong sense of multiculturalism, self-management & professionalism.

Organizational / managerial skills Able to work independently including planning & executing activities with minimum supervision.
 Able to organize tasks in a team situation and able to motivate colleagues & meet deadlines.
 I have also the humility to learn new knowledge from everyone in an organization.
 Ability to manage multiple activities to aggressive deadlines
 Organizational and collaborative skills in handling several different tasks/ projects at the same time
 Time management, analytical thinking skills, negotiation skills, creative thinking, strategy creation and implementation
 Ability to work independently with high attention to detail as well as part of a team.

Job-related skills Good organizational and managerial skills gained through my experience in organizing previously
 Managing arising problems efficiently
 Establishing good and respectable communication with others
 Dedicated and highly attentive to my job

Other skills - Able to prepare technical reports
 - Able to prepare a plan & write concept paper, project document etc.
 - Able to prepare logistic & operational plans
 - Able to work on social research & support implementation of programs
 - Able to work effectively both as team member and independently

ADDITIONAL INFORMATION



Course Certificates

1. 07/2021 Web Development (ICT Kosovo's Growth)
2. 05/2021 Responsive Web Design (Free Code Camp)
3. 06/2019 "Public Procurement" Albanian School of Public Administration

Conferences

4. 02/2019 "Cyber Security 1.0" Link Center of Technology
5. 08/2018 "Microsoft SQL Database Developer" Tirana Center of Technology
6. 04/2016 "Leadership and Strategic Management" Youth Alliance for Development in Tirana