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MR. GRANIT DEMAJ

PERSONAL

Date Of Birth : (08 March 1988)

NATIONALITY: ALBANIAN

WORK EXPERIENCE

September 2011 – Present Public School, Tern Ferizaj, Kosovo

English Teacher, Part time (1st Grade to 9th Grade Students)

- Daily activities such as managing, planning
- Teaching activities
- Develop educational curriculum including tests and assignments
- Using different approaching techniques etc.

March 2022 - Present “Camp Bondsteel (KBR)” US Army Ferizaj, Kosovo

Firefighter

- Daily activities such as trainings, studying
- The protection of life and property trainings
- Government Compliance Trainings
- Harassment Trainings
- Public Relations Trainings
- Responding to medical and structural emergencies
- Attending classes in different areas such as: Emergency Medical System (EMS), Firefighters essentials, Safety classes etc
- Physical Fitness (One hour per day +other exercises).

October 2016 – Present Online shopping Ferizaj, Kosovo

Sales Agent, Part time (Manager)

- Responsible for advertising the products
- Performing all administrative duties related to the business
- Consult with company officials and advertising agencies in order to develop promotional plans.

September 2019 – December 2019 Cambridge School Ferizaj, Kosovo
English Teacher

- Daily activities such as managing, planning and approaching techniques
- Teaching activities according to their level
- Develop educational curriculum including tests and assignments.

September 2015 – 2017

Zas Trade School, Prishtina

Prishtina, Kosovo

English Teacher

- Daily activities such as managing, planning
 - Teaching activities according to their level
 - Develop educational curriculum including tests and assignments
 - Using different approaching techniques etc.
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September 2017/8 – 2018/9

ENGVID POJECT

Ferizaj, Kosovo

English Project Facilitator

- English competition with 7th to 9th grade best English students from different public schools
 - 9 weeks through elimination process
 - Preparing tests and evaluating students
 - Preparing videos
 - Finding appropriate and interesting documentaries for the ENGVID competition
 - New vocabulary, English Grammar etc.
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May 2013 – Sep 2013

Mandoki Hospitality, Plantation

Gulf Shores, Alabama, USA

Bar Attendant – Server

- Serving and greeting people of different ages
 - Greeting all guests with enthusiasm and friendliness
 - Responding to guests' requests about food and drinks
 - Providing the highest level of service in accordance with Mandoki Hospitality standards.
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May 2013 – June 2013

McDonald's Corporation

Gulf Shores, Alabama, USA

Server

- Serving and greeting people of different ages
 - Greeting all guests with enthusiasm and friendliness
 - Responding to guests' requests about food and drinks
 - Providing the highest level of service in accordance with McDonald's Corporation standards.
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June 2013 – Sep 2013

Rouses Market

Gulf Shores, Alabama, USA

Shop assistant

- Serving and greeting people of different ages.
 - Greeting all guests with enthusiasm and friendliness.
 - Advising and assisting customers.
 - Restocking and maintaining items.
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October 2010-May 2013

“Camp Bondsteel(KBR)” US Army

Ferizaj, Kosovo

Firefighter

- Daily activities such as trainings, studying

- The protection of life and property trainings
 - Government Compliance Trainings
 - Harassment Trainings
 - Public Relations Trainings
 - Responding to medical and structural emergencies
 - Attending classes in different areas such as: Emergency Medical System (EMS), Firefighters essentials, Safety classes etc.
 - Physical Fitness (One hour per day +other exercises).
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June 2010 – September 2010

“Wal-Mart” Store 2722

Fairbanks , Alaska (AK) USA

Assembler

- Assembling bikes
 - Mounting packed bikes: Wheels, brakes, etc.
 - Fixing bikes
 - Greeting costumers and helping them.
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May 2010 – September 2010

“West Mark Hotel”

Fairbanks , Alaska (AK) USA

Server

- Serving and greeting people of different ages
 - Greeting all guests with enthusiasm and friendliness
 - Responding to guests’ requests about food and drinks
- Providing the highest level of service in accordance with West Mark Hotel’s standards.
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November 2009 – May 2010

“Camp Bondsteel(KBR)” US Army

Ferizaj, Kosovo

Firefighter

- Daily activities such as trainings, studying, Academy part for Firefighter I
 - The protection of life and property trainings
 - Government Compliance Trainings
 - Harassment Trainings
 - Public Relations Trainings
 - Responding to medical and structural emergencies
 - Attending classes in different areas such as: Emergency Medical System (EMS), Firefighters essentials, Safety classes etc.
 - Physical Fitness (One hour per day + other exercises).
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September 2009 – November 2009

Eulex employee adviser

Prishtina, Kosovo

English Teacher

- Teaching grammar
 - Talking about different topics to help the employee express easier
 - Tasks in English
 - Helping the employee use grammar in different topics.
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2004-2007 **Administrative “Greenhouse”- (seasonal job)** **Ferizaj, Kosovo**

Administrative Assistant

- Family Business, responsible to administrate planting and harvesting process
 - Giving advices such as: how to properly care for the plant
 - Performing tasks such as a sales agent
 - Collecting vegetables and preparing to sell them.
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2005-2006 **“Geta Pomfrit” – French Fries** **Ferizaj, Kosova**

Sales Agent

- Family Business, responsible for advertising the product – French fries half cooked
 - Performing all administrative duties related to the business
 - Locate and contact potential clients in order to offer the product
 - Consult with company officials and advertising agencies in order to develop promotional plans.
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2004-2005 **“Caritas Kosovo”** **Ferizaj, Kosovo**

Volunteer

- In general, I had to deal with children of different nationalities, religions, races etc.
 - Responsible for coordinating cultural and other activities
 - Organizing different activities, courses, games etc.
 - Exploring children’s world and trying to make something creative that would make them happy.
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EDUCATION

English Department **Master’s Degree Diploma** **Tetovo, Macedonia**
South East European University SEEU, English Language Teaching

English Department **Bachelor’s Degree Diploma** **Prishtina, Kosovo**
University of Pristina English Language Literature - Teaching

Architecture **3 years, in progress** **Prishtina, Kosovo**
University of Pristina,

High School **4 years, completed** **Prishtina, Kosovo**
Mehmet Akif College (MAC)

LANGUAGES

- ~ English Excellent in speaking and writing
- ~ Turkish Average in speaking and writing
- ~ Serbian Average in speaking and writing
- ~ German Partly in speaking and understanding

SKILLS

Advance knowledge in Windows XP and Office Applications such as: Word, Excel , Power Point, Access etc. Also brilliant familiarity in design programs such as: Adobe Photoshop, Corel, ArchiCad, Autocad.

TRAININGS AND CERTIFICATES

Jan. 24, 2024	Microsoft Excel – Excel from Beginner to Advanced	Udemy Certificate
Instructors Kyle Pew, Office Newb		
Oct. 23, 2016	“SITOS - Përdorues”	Prishtinë, Kosovo
Ministry of Education, science and technology BIT Kosova sh.a.		
Aug. 07, 2013	“CIEE CIVIC LEADERSHIP SUMMIT”	Washington D.C., U.S.A.
A participant as a representative from Kosovo		
Sep. 06, 2012	“Driver/Operator Rescue Vehicle”	Ferizaj, Kosovo
In accordance with NFPA 1001 KBR (Kellogg Brown & Root)		
Apr. 12, 2012	“Airport Firefighter”	Ferizaj, Kosovo
In accordance with NFPA 1001 KBR (Kellogg Brown & Root)		
Aug. 15, 2011	“Medical First Responder”	Ferizaj, Kosovo
In accordance with NFPA 1001 KBR (Kellogg Brown & Root)		
Aug. 04, 2011	“Firefighter I and II”	Ferizaj, Kosovo
In accordance with NFPA 1001 KBR (Kellogg Brown & Root)		
Jan. 04, 2010	“Hazardous Materials Awareness”	Ferizaj, Kosovo
In accordance with NFPA 1001		
