

GENTJAN SALIU

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I. Professional Summary

Multilingual professional with extensive experience in research, administration, public sector, project, medical health and customer services who has worked with senior level management to achieve organizational goals.

II. Additional Skills

- Fluent in English, Italian and Albanian,
- Ability to manage multiple projects and complex tasks while maintaining attention to details,
- Strong qualitative and quantitative research skills,
- Advanced skills in Microsoft Office, Excel, Word, Power Point, Photoshop, AutoCAD.

III. Work History

Office Clerk, 04/2019 to Present

WYNN RESORTS I.N.C – Las Vegas, Nevada

- Preparing documents, scheduling meetings, and updating company records;
- Sorting and distributing incoming mail and prepare outgoing mail;
- Answer the phone to take messages or redirect calls to appropriate colleagues;
- Utilize office appliances such as PC, printer, photocopier, printers etc.

Store Associate, 03/2019 to 07/21/2019

TJX- MARSHALLS STORE 1178 – Las Vegas, Nevada

Greeting, providing information and assisting customers. Maintaining positive attitude, clear communication, active listening, providing excellent customer services. Operating cash register, managing financial transactions.

Inspector of Control, 07/2012 to 02/2019

AGENCY FOR RURAL DEVELOPMNT AND AGRICULTURE – Tirana, ALBANIA

- Performing administrative and on-the-spot controls, verifying the eligibility of the expenditures;
- Preparing and study documentation in case files, preparing check lists and reports;
- Supervising controls when assessing projects, delivering presentations and on-the-job trainings;
- Managing accounting include budgeting, internal financial reporting (quarterly & annual).

Accounts Payable Clerk, 11/2008 – 07/22012

MOTHER THERESA HOSPITAL – Tirana, ALBANIA

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc;
- Reconciling processed work by verifying entries and comparing system reports to balances;
- Maintaining historical records;
- Paying employees by verifying expense reports and preparing pay checks;
- Preparing analyses of accounts and producing monthly reports.

IV. Education

- **MA: Mediterranean Organic Agriculture, 2011**

CIHEAM Mediterranean Agronomic Institute of Bari - Bari, Italy

- **Bachelor of Science U.S equivalency by WES: Horticulture and Plant Protection, 2008**

Agricultural University of Tirana - Tirana, Albania