DION HAJRULLAHU

STUDENT AT R.I.T KOSOVO

CONTACT

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EDUCATION

2023 - present
ROCHESTER INSTITUTE OF TECHNOLOGY

- Bachelor of Computer Science
- Relevant Coursework: Computer Systems Concepts, Technical Communication, Info Assurance and Security, Software development and problem solving I&II, Web and Mobile computing I &II, System Administration and intro to Databases
- GPA: 3.71 / 4.0

SKILLS

- Excellent communication and interpersonal skills
- Strong problem-solving abilities
- Ability to work under pressure and handle multiple tasks
- HTML, CSS, JavaScript, PHP, Java, C++

LANGUAGES

- Albanian: Native
- English: C1 (TOEFL score: 105)
- German: B2

PROFILE

Enthusiastic student at Rochester Institute of Technology Kosovo with a GPA of 3.71, proficient in English, Albanian, and German. Selected as an honoree on the Dean's List three times for Spring 2024, Fall and Spring 2025. Aspiring software engineer with strong problem-solving skills, seeking to leverage my academic background and gain practical experience to contribute effectively to a dynamic development team.

WORK EXPERIENCE

Driving School Linda

Administrative assistant   2023-2024

- Communication Management:
- Answering and directing phone calls.
- Managing emails and other correspondence.
- Greeting visitors and handling their inquiries.
- Coordinating communication between different departments.

- Documentation and Filing:
- Creating, formatting, and editing documents.
- Managing physical and digital filing systems.
- Maintaining records and databases.
- Handling confidential information and documents.

- Organizational Skills:
- Ability to manage multiple tasks and priorities.
- Communication Skills: Excellent verbal and written communication abilities.
- Technical Skills: Proficiency with office software (e.g., Microsoft Office Suite) and office equipment.
- Attention to Detail: Accuracy in managing schedules, documents, and financial tasks.
- Time Management: Efficiently managing time and deadlines.