**Edlira Taipi**

Phone: 07522053799

Email: [edlira.taipi@hotmail.com](mailto:edlira.taipi@hotmail.com)

[Linkedin](http://www.linkedin.com/in/edlira-taipi)

# Professional Summary

Motivated and passionate professional with a strong foundation in project coordination, digital marketing, and operational leadership. Currently studying Level 4 Digital Leadership & Management with iMeta, and committed to developing a career in the creative and design industry. While I do not have direct experience in design, I bring proven skills in team management, stakeholder communication, and project execution from high-pressure environments like Amazon. I am eager to learn, quick to adapt, and excited to apply my creative thinking and organisational strengths to the world of artwork and interior projects. I’m deeply passionate about design and ready to grow with the right opportunity.

# Career Objective

To secure a Designer/Project Manager position with Bridge Art, where I can bring my enthusiasm, management experience, and evolving creative skillset to contribute to impactful artwork and decorative projects. I am especially drawn to the care and leisure sectors and eager to grow under experienced mentorship while delivering value through hard work and dedication.

# Certifications & Qualifications

* Digital Leadership & Management – Level 4 (In Progress, iMeta)
* Level 8 Diploma in Strategic Management and Leadership – London School of International Business (Completed)
* Business Management (Level 7 Diploma) – CPD/Courses (06-Mar-2025)
* Accounting and Finance (Level 7 Diploma) – CPD/Courses (05-Mar-2025)
* Project Management for Project Manager – Level 7 Advanced Diploma (Feb 2025)
* Leadership Management & Team Leader – Level 7 Advanced Diploma (Feb 2025)
* Crisis Management – London School of Public Relations (25 Feb 2022)
* Microsoft Office Skills – NextGen Learning (14 Dec 2024)
* Strategic Planning – CPD (Nov 2024)

**Digital Marketing & Data Analytics**

* HubSpot: Inbound Marketing, Digital Marketing, Email Marketing, Content Marketing (2024)
* Google Certifications: Analytics, Ads Apps, AI-Powered Performance & Shopping Ads (2024-2025)
* Data Analytics with Tableau, SQL, Python, Excel VBA, Power Query, Cloud Computing (Feb 2025)

# Work Experience

* Fulfilment Associate — Amazon (2017 – Present)

Managed operations, logistics, and led teams in high-pressure environments. Ensured timely product delivery, resolved vendor and inventory issues, and contributed to process improvements.

* Accountant Assistant — CENSEA Accounting Office, Athens (2016 – 2017) Handled bookkeeping, tax returns, client support and documentation.

# Education

* MSc in Digital Marketing – Ravensbourne University London (2024 - Current)
* Postgraduate Diploma in Accounting and Finance – University of Peloponnese, Greece (2013 - 2019)
* High School Diploma in Finance and Administration – Vocational High School of Chalandriou, Greece (2010 - 2013)

# Skills

* Microsoft Office Suite (Word, Excel, PowerPoint)
* Leadership & Team Management
* Digital Marketing & Content Creation
* Communication & Problem-solving
* E-commerce & Operational Efficiency

# Languages

* English: Fluent
* Greek: Fluent
* Albanian: Fluent

# Interests

* Travelling & Exploring Cultures
* Reading & Lifelong Learning
* Films & Music