**Klausen Bushi**

❖ Houston, TX 77081 ❖ Kxb067@shsu.edu ❖ 346-401-9938

**Professional Profile:**

Outgoing, organized hardworking individual with mid-level work experience within the financial industry seeking a position to utilize and build upon skills, as well as contribute to attaining the employer’s goals. Confidentiality is priority in working environment.

**Education**

**Sam Houston State University – Huntsville, TX** Spring 2022

*Bachelor of Management Information Systems*

**Lee College - Baytown, TX**

*Associate of Applied Science- General Studies* Dec. 2018

**Aleksander Moisiu University, Faculty of Integrated Studies w/ Practice – Durres, Albania**

*Bachelor of Science- Bank Management and Finance*  Sept. 2014

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| * Accounting Courses | * Financial Mathematics |
| * Project Management | * Risk Management |
| * Banking Principles * Business Communication | * Business Law & Ethics * Training experience at the bank |

**Skills and Attributes**

* Import/Export with Customs Experience • Troubleshooting
* Effective Communication Skills – Verbal and Written • Prepare monthly, quarterly, and annual tax reports
* Proficient in 3 Languages: Albanian, English and Italian
* Computer Knowledge-Microsoft Office -Word, Excel, Power Point and Outlook

**Employment History**

New Life Medical Clinic – Durres, Albania Oct. 2014- Sept. 2016

***Economist/Accountant***

*Responsibilities*: Prepared wholesale customer/vendor statements, completed import/export shipments, maintained inventory counts, prepared employee payroll taxes, prepared corporate quarterly municipal and yearly state taxes, prepared monthly and yearly revenue reports. Conducted and prepared statistical analysis of product sales (pharmaceuticals and labs) and sales forecasts.

BKT Bank- Durres, Albania Apr. 2013- Jul. 2013

***Internship/Marketing Department***

*Responsibilities:* Analyzed customers credit worthiness utilizing pre-established scoring system. Assisted with building customer files, observed loan intake and processing procedures. Participated in marketing strategies and marketing distribution to potential new clients.

Credins BANK- Durres, Albania Jan. 2012- Apr. 2012***Internship***

*Responsibilities:* Worked as customer service representative. Assisted customers with opening new accounts. Explained account features, interest rates, completed electronic payment transfers, observed daily banking operations.

**REFERENCES**

*Available Upon Request*