

EMA HALIMI

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Stafford, TX 77477

EDUCATION

North American University - Stafford, TX
Bachelor of Science: Computer Science

Expected in 05/2023

PROFESSIONAL SUMMARY

Skilled Work Study Student willing to take on any task to accomplish team objectives. Proficient in Software and fluent in Albanian, English, and Turkish. Organized and proactive team player with diligent approach. Bringing strong written and verbal communication skills and proficiency in recordkeeping.

ACCOMPLISHMENTS

Gold Medal - Golden Climate Olympiad in Nairobi, Kenya April, 2019
Honorable Mention - Genius Olympiad in Oswego, NY June, 2018

SKILLS

- Multitasking and Prioritization
- Data Recording
- Team Collaboration
- Record Sorting and Filing
- Problem Solving
- Flexible and Adaptable
- Data Entry
- Office Supply Management
- Verbal and Written Communication
- Information Processing
- Staff Training

PROFESSIONAL EXPERIENCE

Work Study Student | North American University - Stafford, TX *01/2020 - 06/2020*
I worked as a front desk assistant at girls dorm. Furthermore, I assisted the RA's and the manager of the dorm with the activities and events held for the girls.

LANGUAGES

Albanian



Native or Bilingual

English



Full Professional

Turkish



Full Professional