KRISTINA MYFTARAGA

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EDUCATION

Bachelor of Arts | *Majors: Business Administration and Computer Science*   Sep. 2018 – Present
American University in Bulgaria CGPA: 3.87 Graduation Year: 2022   Blagoevgrad, Bulgaria

WORK EXPERIENCE

Executive Assistant of CEO   Nov 2020 – Present
HCS Sales   Remote, Denmark

- Budget Administrator
- Company's website design maintenance
- Design of info-graphics for social media
- Developing concepts, graphics and layouts for product illustrations, company logos and websites
- Marketing of the Company in Social Media
- Maintained an up to date filing system of documents and reports
- Did research as requested
- Monitored the invoicing system
- Business Development and Sales

Graphic Designer   Sep 2019 – Feb 2021
Business Club   AUBG, Bulgaria

- Working with a diverse team
- Organizing two of the most significant events taking place in AUBG "Marketing Communication Challenge" and Business Conference
- Photo editing
- Designing posters, flyers, website templates, along with any other visual material requested by sponsors or for events

Marketing Intern| Research Assistant| Student Assistant   Sep 2018 – Present
American University in Bulgaria   Blagoevgrad, Bulgaria

- Communicating with prospective students and giving them information about the university
- Helping students apply to the university
- Assisting in organizing events such as Open House Day
- Marketing Research Assistant
- Assisting my professors on their researches
- Social media content creation and page management for Facebook, Instagram, LinkedIn, and Twitter
- Social media planning, content writing, and promotion activities through the university official account, amounting to 6+ posts every week.

Vodafone Internship   Nov 2020 – Feb 2021
Vodafone Group   Tirana, Albania

- Working towards the implementation of AND System
- Auto cad, Arcmap usage
- Learnt how to read telecommunication maps

CERTIFICATIONS

Data Analysis with Python   Oct 2020
freeCodeCamp

Deloitte Technology Consulting Internship   Sep 2020
InsideSherpa

Creating Brand Systems: An Overview of Combining Logos and Type   Sep 2020
Skillshare

Introduction to Graphic Design   Aug 2020
Udemy

The Fundamentals of Digital Marketing   Jun 2020
Google Digital Garage

BCG Strategy Consulting Program   Jun 2020
InsideSherpa

HONORS AND AWARDS

President's List   Every academic year
Award given for top GPA performers in university

1st Place - Change Management Challenge   Dec 2019
IBM Competition on a Case Study

Leader For One Day   Jan 2018
The project itself wanted us, the students, to experience, to experience the day of a business person.

COMMUNITY INVOLVEMENT

Coordinator of Volunteers   Sep 2014 – Feb 2020
RED CROSS   Durrës, ALB

Student Volunteer   Oct 2016 – Feb 2020
Fundjavë Ndryshe   Durrës, ALB

Student Volunteer   Oct 2016 – Feb 2020
Junior Achievement   Durrës, ALB

SKILLS

Top Skills: Graphic Design, Communication, Teamwork, Marketing, Presentation skills
Programming: Python, C++, JAVA, HTML, CSS, JS
Tools: EXCEL, WORD, PowerPoint, Outlook, Microsoft Admin Center, WIX, Photoshop, Illustrator, ProCreate, Figma

RECOMMENDATIONS

Upon request.