**EDUCATION**

SAM HOUSTON STATE UNIVERSITY, Huntsville, Texas

**Bachelor of Management Information System Graduation: December 2022**

* *Primary coursework:* financial accounting, business communication, marketing

LEE COLLEGE, Baytown, Texas

**Associate of Applied Science - General Studies Graduation: Dec 2018**

* *Primary coursework:* general studies in sociology, English, algebra, philosophy, speech
* Cum GPA: 3.63; *Awards:* Magna Cum Laude
* Delegate in the Model United Nations

**WORK EXPERIENCE**

ALEXANDER THE GREAT, Houston, TX

**Server Mar 2019 to Mar 2020**

* Provided service to patrons
* Organized the dining area based on the reservations
* Memorized wine and accompanying meals
* Performed food preparation duties

PORT AUTHORITY, Durres, Albania

**Check-in Agent June 2016 to July 2016**

* Reviewed passengers’ tickets
* Handled boarding passes to passenger
* Prepared daily reports about the number of passengers, trucks, and motor vehicles that would cross the border

FACILE.IT BROKER DI ASSICURAZIONI SRL, Tirane, Albania

**Sales Associate Supervisor Jan 2016 to May 2016**

* Supervised twelve sales associates, responsible for their daily sales and work performance
* Achieved many awards within the company as the team with the highest sales
* Provided excellent customer service
* Communicated and motivated the team to perform their best at work
* Oversaw contracts that the team would conclude with the clients via telephone
* Delivered weekly team reviews to my managers

**COMPUTER SKILLS**

*Project Management*: MS Outlook

*Databases:* MS Excel, MS Access, SQL

*Programming Languages:* C#, C++, HTML, CSS

**COMMUNITY ACTIVITIES**

**Volunteer,** in the Orthodox Church in Durres. Organized meetings and different activities for the youth organization of the church

**LANGUAGES**

**Fluent** in English, Albanian, Greek, Italian and Spanish