



Nua Đonaj

Date of birth: 01/05/2003 | **Nationality:** Montenegrin | **Gender:** Male |

Phone number: (+356) 99061913 (Mobile) | **Email address:**

nuadjonaj003@gmail.com | **Website:** <https://nuadonaj.github.io/portfolio/> |

Address: Triq San Luqa 97, Pietà, PTA, Pietà, Malta (Home)

WORK EXPERIENCE

01/09/2023 – CURRENT Ta' Xbiex, Malta

EVENTS AND OUTREACH ASSISTANT BIRDLIFE MALTA

- Solving different administration inquiries via chat, e-mail and phone calls.
- Creating guidelines and tutorials using Canva and screen capturing tools such as the Snipping Tool and Greenshot
- Promoting events on BirdLife Malta's website and social media, newsletter and magazine, creating e-marketing campaigns
- Compiling statistics for events which include numbers of participants, costs and other financial data
- Ensuring proper communication and safety with GDPR
- Working with different Microsoft tools (PowerPoint, Excel, Word , OneDrive, Outlook) and assisting in project management

Business or Sector Administrative and support service activities | **Department** BirdLife Malta |

Address 57/28 Marina Court Abate Rigord Street Ta' Xbiex , XBX 1120, Ta' Xbiex, Malta |

Email info@birdlifemalta.org | **Website** birdlifemalta.org

25/11/2022 – CURRENT Podgorica, Montenegro

MARKET RESEARCH INTERVIEWER DEFAC TO CONSULTANCY

- Ensuring client satisfaction by actively listening and responding to their questions, fostering a positive relationship and trust.
- Conducting accurate data entry
- Handling sensitive and confidential information with discretion, maintaining client privacy and trust.

Business or Sector Information and communication | **Department** DeFacto Consultancy |

Address 8.Marta,Podgorica, 81000, Podgorica, Montenegro | **Email** office@defacto.me |

Website <https://www.defacto.me/>

HONOURS AND AWARDS

22/05/2024

Microsoft Certified: Azure Fundamentals – Microsoft

- Familiarity with core Azure services like Virtual Machines and Storage, aiding collaboration within teams.
- Basic understanding of cloud concepts in azure, ensuring efficient testing processes.
- Understanding of Azure governance principles, ensuring compliance and effective resource management.

● EDUCATION AND TRAINING

28/09/2022 – CURRENT Podgorica, Montenegro

CURRENTLY STUDYING INFORMATION TECHNOLOGY Univerzitet Mediteran

Address Josipa broza tita bb, 81000, Podgorica, Montenegro |

Field of study Information and Communication Technologies

● PROJECTS

Personal Portfolio Website - Github

- Collaborating on the testing phase of a personal portfolio website, ensuring functionality across multiple browsers and devices.
- Customizing a personal portfolio website using HTML and CSS.
- Deploying the website live using GitHub Pages, ensuring accessibility and visibility to potential employers.

Link <https://nuadonaj.github.io/portfolio/>

● DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Using Canva and Canva Pro for creating promotional material | Organizational and planning skills | Windows OS (Windows 7, Windows 8, Windows 8.1, Windows 10) | JIRA: working with Projects and Issues

● LANGUAGE SKILLS

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user