



## Personal

- Address**  
Ukshin Kovaçica, Alko Group 3  
10000 Prishtinë
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deadushi4@gmail.com

## Interests

- Passionate about sports, music and nature

## Work experience

### English teacher

D.Sh. Eng-V.D. (Foreign Languages School), Gjakova (Kosovo)

Sep 2016 - Jul 2019

- Assessing students for the level requirements
- Preparing the plan according to the level
- Preparing lesson plans
- Teaching students from 8-14 years old
- Designing tests
- Checking tests, assessment
- Doing all administrative tasks

### Public Relations

K.F. "Vellaznimi" (Local Football Team), Gjakova (Kosovo)

Oct 2018 - Jul 2019

- Maintenance of Web and social media content.
- Translating contracts and other documents.
- All administrative tasks.
- Responding to requests for information release or press conference from the media.
- Establishing and maintaining relationships with community and public interest groups.

### Sales Assistant

Seal Skin Covers, Prishtina (Kosovo)

Sep 2019 - Aug 2022

- Answering customers' calls and providing them with the correct information regarding the product.
- Answering sales chats from customers on the website.
- Helping customers go through each process of the purchase and finalize payments.

### Bar manager

Amsterdam Coffee Bar, Burstadt (Germany)

Oct 2022 - Dec 2023

- Welcoming customers and guiding them to their table.
- Ensuring they get served properly.
- Restocking regularly with items needed.
- Bookkeeping, accounting, payroll managing.

### Partnerships Coordinator

Seal Skin Covers, Brewster (New York)

Feb 2024 - Present

- Identifying potential clients through research, networking, or inbound inquiries.
- Presenting products to customers, explaining their features, benefits, and how they can meet the customer's needs through email, phone, LinkedIn.
- Negotiating for prices and deals.
- Maintaining good relationships with existing and new customers.
- Keeping track of sales activities, customer interactions, and closing rates in CRM.
- Closing deals and making sure the process goes smoothly for the customers.

## Education and Qualifications

### Bachelor of English Language and Literature

University of Gjakova, Gjakova

Oct 2013 - Aug 2019

## Skills

Office Suite



Social media



Writing

