

## Gresa Gashi

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## Professional Summary

Meticulous and results-driven project manager with 5+ years of experience in law, public policy, and nonprofit sectors. Proven ability to lead and manage complex legal and policy-related projects, conduct in-depth legal research, and collaborate effectively with diverse stakeholders. Adept at managing budgets, resources, and timelines to achieve organizational goals and enhance the client experience. Seeking to leverage project management expertise and legal knowledge in a dynamic, impact-driven environment.

## Key Skills

- **Project Management:** Budget management, stakeholder coordination, resource allocation, timeline tracking
- **Legal Research & Analysis:** In-depth legal research, policy drafting, compliance monitoring
- **Communication:** Stakeholder communication, team collaboration, report writing, presentations
- **Technical Proficiency:** Microsoft Office Suite (Advanced), Data Analytics, Research Tools, E-commerce Platforms

## Education

**Master of Arts** in *Human Rights in Politics, Law and Society*

**Fulda University of Applied Sciences**, Fulda, Germany

*2023 – Present*

**Bachelor of Arts and Sciences** in *Public Policy and Governance, Management and Entrepreneurship, International Relations*

**Rochester Institute of Technology**, New York, USA

*2018 – 2022*

- Relevant Coursework: International Law, Human Rights, Public Administration, Global Governance, Social Justice

## **High School Diploma**

**British School of Kosovo**, Prishtina, Kosovo

*2015 – 2018*

## **Professional Experience**

### **Project Manager**

**Progresiva NGO**, Prishtina, Kosovo

*February 2022 – October 2023*

- Led multiple cross-functional projects focused on public policy, legal reform, and community engagement, ensuring alignment with the organization's mission and vision.
- Monitored and managed project budgets, ensuring that resources were allocated efficiently, resulting in a 20% improvement in project cost-effectiveness.
- Coordinated with local and international stakeholders, including government agencies and private-sector partners, to enhance project delivery and foster collaboration.
- Delivered monthly project updates and reports to senior leadership, improving communication flow and project transparency.

### **Project Director / Legal Assistant**

**Black Swan Innovations BI**, Oslo, Norway

*August 2018 – October 2023*

- Managed legal calendars, ensuring timely filing of documents and adherence to deadlines, reducing delays by 10%.
- Conducted legal research and drafted summaries on various legal issues for use in policy development and litigation.
- Assisted in drafting memorandums, policies, and reports, contributing to the development of strategic initiatives.
- Collaborated with legal teams to analyze and prepare documents for regulatory compliance.

### **Project Manager**

**Solution 25**, Prishtina, Kosovo

*February 2022 – February 2023*

- Managed e-commerce initiatives, optimizing internal processes and resolving team-related issues to ensure smooth operations.
- Supported the integration of new technologies into workflows, improving operational efficiency by 15%.
- Tracked key performance metrics and coordinated team activities to maintain focus on project goals.

### **Legal Assistant**

**Ministry of Culture, Youth and Sport, Prishtina, Kosovo**

*August 2021 – November 2021*

- Researched legal rights and regulations related to cultural heritage and the arts sector in Kosovo.
- Contributed to the formulation of cultural justice initiatives and policy proposals.
- Monitored the "Art in High School Throughout Kosovo" project, ensuring compliance with project goals and timelines.

### **Research Analyst**

**UBO Consulting, Prishtina, Kosovo**

*April 2021 – January 2022*

- Conducted comprehensive market research, gathering and analyzing data on competitors, consumers, and industry trends.
- Created visual reports (graphs, charts) for client presentations, providing actionable insights for decision-making.
- Organized and cataloged research findings, improving access and usability of data.

### **Researcher**

**Jahjaga Foundation, Prishtina, Kosovo**

*November 2020 – April 2021*

- Conducted independent research on gender equality issues, contributing to the "Me Too" movement in Kosovo.
- Wrote research papers and collaborated on content for the first edition of "Za" magazine.
- Provided support for advocacy campaigns related to women's rights and social justice.

## **Project Coordinator**

**Presidential Office**, Prishtina, Kosovo

*May 2019 – July 2019*

- Coordinated logistics for a high-profile event celebrating 20 years of NATO's intervention in Kosovo, hosting over 250 attendees.
- Collaborated with senior government officials and stakeholders, including the former President, to ensure the event's success.
- Managed event timelines, budgets, and vendor relationships, delivering the event on schedule and within budget.

## **Certifications**

- **Big Data Analytics** – Innovation Center of Technology
- **Microsoft Office Advanced** – American University of Kosovo
- **East West Model EU** – European Parliament, Brussels
- **Feminist Spring School** – Belgrade, Serbia
- **International Autumn School: Focus on Transnational Governance and HR-** Fulda, Germany

## **Additional Training & Volunteer Work**

- **Youth Leadership Academy** – Debate Center, Prishtina
- **International Conference on Sexual Violence in Conflict** – Jahjaga Foundation, Prishtina
- **Social Involvement Workshop** – UNICEF, Prishtina
- **Tutor / Volunteer** – SOS Children's Villages, Prishtina

## **Languages**

- Albanian (Native)
- English (Professional)
- German (Intermediate)

## **References**

Available upon request

