



Marigona Bajrami

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WORK EXPERIENCE

01/06/2024 – 31/12/2024 Pristina, Kosovo
SOCIAL WORKER AWO- NÜRNBERG

01/03/2023 Prishtine
PROJECTS ASSISTANT DVV INTERNATIONAL

- Planning of meetings and appointments;
- Ensuring smooth internal/external communication;
- Archiving of internal communication;
- Monitoring, logs/before and after meetings;
- Preparation of work and teaching materials for participants, trainers, seminars leaders and administration(copies, folders, moderation tools, technical tools etc.)
- Ensuring that necessary documents are available for all seminar measures: program, signed lists of participants, photo documentation;
- Maintenance and updating for the national website;
- Bilingual creation of the articles for the website (Albanian and English);
- Selection and adaption of the relevant publications, photos, materials for the website;
- Creation of the various schemes, statistics and reports;
- Maintenance and updating of social media;
- Manage communications through media relationships, social media etc.;
- Media coverage and analysis on the topic of Adult Education;
- Preparation and accompaniment of press conferences;
- Photo documentation of all activities;
- Planning and organizing meetings/events and managing calendars.

Prishtina, Kosovo

PROJECT ASSISTANT, QENDRA PER SHERBIME HUMANE DHE ZHVILLIM/UNICEF

- Assisted the Project Coordinator in the overall implementation of the early childhood education project.
- Assisted in preparing the agenda and materials needed for meetings, including communicating with participants;
- Kept accurate and timely records of all activities, which are systematically archived;
- Assisted the project manager in monitoring the overall progress of the project
- Assisted in the collection and analysis of data coming from Community Based Centers in the three Municipalities involved in the project;
- Assisted in compiling project content materials, including event concepts such as roundtables, information materials (brochures, manuals, etc.)
- Assisted in communicating, updating and gathering information on relevant project topics;
- Assisted in the work of PR for the project;
- Performed other tasks as needed.

HR ASSISTANT, AGRANDO SHPK, PRISHTINA, KOSOVO

- Provided administrative support to the Operations team including scheduling meetings and interviews, and assisting with employee onboarding
- Coordinated events including weekly lunches, monthly happy hours, and ad hoc team and company events
- Assisted with projects on the team such as employment brand initiatives
- Managed the general operations of the office including ordering supplies, keeping the space tidy, and providing support and guidance to employees in the office

04/2019 – 08/2019

ECONOMIC ADVISOR AT PARLIAMENTARY GROUP(PARLIAMENT OF KOSOVO)

- Reading and analyzing all reports, of all state agencies dependent and independent, of the Republic of Kosovo.
- Creating weekly reports from the analysis of each report separately.
- Submitting reports to the deputy.
- Weekly participation in the Commission for Economic Development in Assembly of Kosovo.
- Discussion with the deputy about the issues that have been discussed and the decisions that have been taken in the Commission for Economic Development.

10/2018 – 03/2019 Mitrovica, Kosovo

PROJECT COORDINATOR-DIAKONIE KOSOVA

- Managed the voluntary return of refugee's –project, at Diakonie Kosova.
- Reported to the director.
- Planned the budget and implemented the financial plan of the project.
- Meetings with local and international officials.
- Reported to the donors.
- Finding people whom have not previously received assistance from our organization.
- Regular visits families who were selected to be helped.
- Annual reports and monthly reports to the donors.

09/2019 – CURRENT

UNICEF'S VOLUNTEER MENTOR

10/2016 – CURRENT

VOLUNTEER AT THE IDEAS PARTNERSHIP, KOSOVO

10/2016 – 01/2017

INTERN(UNDP), KOSOVO

- Supporting the activities within UNDP
- Assisting the environment programme projects
- Provide technical support
- Perform other duties as assigned by the supervision and the project team
- Monitor best practices in the field of environment and health

10/2016 – 11/2016

VOLUNTEER AT AMERICAN CORNER, KOSOVO

- Organize learning courses for children age 6-15
- Administration and clerical duties
- Organize events and presentations
- Assist in library maintenance and filling

05/2016 – 10/2016

INTERN (DIJARI L.L.C., VUSHTRRI), KOSOVO

- Assist in the data entry and tax reports
- Help with accounts receivable , payable and bank statement reconciliation
- Prepare documentation
- Assist in the other tasks as needed

10/2014 – 10/2014

INTERN – DEPARTMENT OF FINANCES, MUNICIPALITY OF VUSHTRRI, KOSOVO

- Assist in the financial reports
- Help with accounts receivable, payable and statement reconciliation
- Prepare files and documentation as needed

● EDUCATION AND TRAINING

10/2015 – CURRENT

MASTER DEGREE IN MANAGEMENT AND INFORMATICS

Faculty of Economy, University of Prishtina, Prishtina(Kosovo)

FEMINISM SPRING SCHOOL Artpolis

15/11/2019 – 17/11/2019

WBAA DESIGN WEEKEND/TRAINING Pancevo/Serbia

25/10/2019 – 27/10/2019 Stip, North Macedonia

DIGITAL MARKETING:COMMUNICATION PLANNING AND STRATEGIES/TRANING European Commission,with: Western Balkans Alumni Association

10/2019

UPSHIFT: SOCIAL IMPACT WORKSHOP/MENTORSHIP Peer Educators Network

10/2019

INCLUDE TO DIVERSIFY/TRAINING Western Balkan Alumni Association

06/2019 – 10/2019

YOUTH IN POLITICS AUK/BPRG/Training

09/2019

UPSHIFT: SOCIAL IMPACT WORKSHOP/MENTORSHIP Ipko Foundation

09/2019

'HUMAN CENTERED DESIGN AND DESIGN THINKING'- INNOVATION CENTER KOSOVO (ICK)/TRAINING

07/2018 Prishtina, Kosovo

PRISHTINA INTERNATIONAL SUMMER UNIVERSITY 2018 University of Prishtina

03/2017 – 07/2017

ALUMNI OF ERASMUS+ EXCHANGE PROGRAMME STUDENT FOR SUMMER SEMESTER IN' MANAGEMENT TOURISM'

University of Eberswalde, Eberswalde (Germany)

10/2016

RENEWABLE ENERGY AND ENERGY EFFICIENCY

Kosovar Association for Renewable Energy and Energy Efficiency/Summer School, Prizren

05/2012 – 06/2016

VOLUNTEER AT NATIONAL DEMOCRATIC INSTITUTE

Prishtina

09/2015 – 05/2016

CAREER DEVELOPMENT FOR YOUNG WOMEN/TRANING

Leadership Growth Council, Prishtina

03/2016

YOUTH EMPLOYMENT INITIATIVE/TRAINING

Becici (Montenegro)

11/2015 – 03/2016

CAREER ACADEMY KOSOVO/TRAINING(TRAINER OF TRAINEES)

Peer Educators Network, Prishtina

02/2016

ACT ON EQUALITY/TRANING(TRAINER OF TRAINEES)

Peer Educators Network, Prishtina

10/2010 – 04/2015

BARCHELOR IN MANAGEMENT AND INFORMATICS

Faculty of Economy, University of Prishtina, Prishtina (Kosovo)

● LANGUAGE SKILLS

Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
GERMAN	C1	B2	B2	B2	B2
ENGLISH	C1	B2	B2	B2	B2

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

● RECOMMENDATIONS

1. Shkipe Deda- Gjurgjiali
Portofolio Manager at UNDP (shkipe.deda-gjurgjiali@undp.org)

2. Lena Stixner
Erasmus Project Coordinator for exchange students (Eberswalde) and Professor
(Lena.Strixner@hnee.de)

3. Prof.Dr Ajet Ahmeti
Mathematics Professor (ajet.ahmeti@uni-pr.edu)

4. Bernd Baumgarten
Director of Diakonie Kosova(berndbb@hotmail.com),

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- - Attended a lot of training's and done a lot of volunteering work which helped me to speak fluently English .
- - Lived in Germany for 6 years and been there in school for 2 years.

● JOB-RELATED SKILLS

Job-related skills

- Detail oriented
- Inter-personal skills
- Fast learner