

## PERSONAL INFORMATION

## Fitore - Zariqi

 Gillogoc - Kosovo

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Sex Female | Date of birth 22/06/1987 | Nationality Albanian

## WORK EXPERIENCE

02/12/2024 - present

## Head of the IT Division

Academy of Justice (AJ) – Str. "Murat Mehmeti" no. 1-3 – Pristina

- Ensures proper maintenance of the IT infrastructure at the Academy;
- Implements local and international Information Technology standards, IT legislation at the Academy;
- Ensures and supervises the functioning of the system for managing training activities, including the distance learning platform;
- Participates in the budget planning process of the division's activities;
- Drafts the work plan and implementation plan, including its financial aspects;
- Coordinates the work and cooperates with other leaders in the institution to achieve the objectives of the Academy;
- Performs other tasks as requested by the supervisor or the highest administrative leader. Helps organize and structure the distance learning platform.
- Performs any other duties in the field of database administration in accordance with current laws and regulations which may be reasonably required from time to time.

Governmental organization

## WORK EXPERIENCE

08/07/2024 – 02/12/2024

## Acting Head of IT Division

Academy of Justice (AJ) – Str. "Murat Mehmeti" no. 1-3 – Pristina

- Ensures proper maintenance of the IT infrastructure at the Academy;
- Implements local and international Information Technology standards, IT legislation at the Academy;
- Ensures and supervises the functioning of the system for managing training activities, including the distance learning platform;
- Participates in the budget planning process of the division's activities;
- Drafts the work plan and implementation plan, including its financial aspects;
- Coordinates the work and cooperates with other leaders in the institution to achieve the objectives of the Academy;
- Performs other tasks as requested by the supervisor or the highest administrative leader. Helps organize and structure the distance learning platform.
- Performs any other duties in the field of database administration in accordance with current laws and regulations which may be reasonably required from time to time.

Governmental organization

## WORK EXPERIENCE

03/10/2019 – 02/12/2024

## Senior IT Systems Administrator

Academy of Justice AD – Str. "Muharrem Fejza" n.n. – Pristina

- Drafts work plans in accordance with the supervisor for the implementation of tasks of set according to the objectives of the division and make recommendations regarding accomplishing the objectives of the division.
- Administer with database and distance learning platform.
- Directs database operators to input data into systems and verifies data entered into systems,
- Evaluates the functioning of the database in order to add new functions to meet the requirements of the institution.
- It is responsible for maintaining and updating the Academy website.
- Provides support to the Academy staff on IT related issues.
- Proposes and assists in the development of rules and procedures for the management and operation of databases.
- Incorporating video trainers to be posted on the distance learning platform as well as editing videos.
- Helps organize and structure the distance learning platform.
- Performs any other duties in the field of database administration in accordance with current laws and regulations which may be reasonably required from time to time.

## Governmental organization

01/04/2016 – 03/10/2019

## Executive and Representative Officer

Academy of Justice (former - Kosovo Judicial Institute (KJI)) – Str. "Muharrem Fejza" n.n. – Pristina

- Developing cooperation links with domestic institutions, courts, prosecutors, media, and international institutions on training judges and prosecutors and on promoting activities related to the public.
- Developing and coordinating strategies for integrating minorities in training programs.
- Developing and coordinating activities between the Director's office and other institutions.
- Identifying needs for various domestic and international agreements between the Academy and other institutions.
- Cooperation in local and international arenas.
- Developing and maintaining sustainable relations with minorities, gender groups, donors, and international institutions on training judges and prosecutors.
- Preparing various reports and paperwork including press releases.
- Arranging meetings, assisting and participating in meetings of the Director meetings with the local and international community.
- Receiving and keeping records and other documents, managing activities from the Director's office.
- Certifying payments.

## Governmental organization

29/04/2015 – 29/10/2015

## E-Learning Officer

Kosovo Judicial Institute (KJI) – Str. "Muharrem Fejza" n.n. – Pristina

- Adoption and uploading materials to the e-learning platform organization structure
- Shooting and editing videos
- Technical support in organizing trainings through the (ILIAS) e-learning platform
- Developing training modules for the e-learning platform

## Governmental organization

26/10/2014 – 26/11/2014

## Registrant

Kosovo Agency of Statistics (KAS) – Str. Zenel Salihu, No. 4, 10000 Pristina

- Fieldwork
- Family visits
- Interviewing people involved in agriculture and animal husbandry

## Governmental organization

10/2015 – 10/2018

## Development of modules in distance learning platform (subcontractor)

KPMG Albania - Company, Address: 6 Pashko Vasa - Pristina

- Adaptation and placement of materials on the distance learning platform, video recording and editing, creation and development of training modules on the platform and other additional tasks required by the supervisor.

## EDUCATION AND TRAINING

01/11/2013

## Electronics – Master of science in electrical engineering

M.Sc.

University of Pristina "Hasan Prishtina" – Faculty of Electrical and Computer Engineering, Kosovo

- LASER processing, electroacoustics, digital filters, digital image processing, etc.

01/10/2005-01/02/2013

## Electronics – Bachelor of science in electrical engineering

B.Sc.

University of Pristina "Hasan Prishtina" – Faculty of Electrical and Computer Engineering, Kosovo

- Electronics, microelectronics, C++ programming language, optoelectronics, signals and systems, etc.

## PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
French	Enter level	Enter level	Enter level	Enter level	Enter level

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

- Good communication skills gained through my experience as reference and registrant

Job-related skills

- Analytical and organizational skills, efficient problem solving, teamwork and skills in working under pressure and under tight deadlines

**Computer skills** ▪ Excellent command of Microsoft Office TM tools, C++, HTML, CSS, PSpice software, Internet Explorer, Databases, M-SQL, ILIAS (e-learning platform), Camtasia studio (video editing software)

**Other skills** A reliable person, able to keep confidence and with a high dedication and motivation

**Driving licence** ▪ B

#### ADDITIONAL INFORMATION

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**Publications** ▪ School magazine "Nismë e Mbarë"  
**Honours and awards** ▪ Gratitude

#### ANEX

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Documents annexed to CV.

- copies of degrees and qualifications;
- testimonial of employment or work placement;