

Tiara Bajrami

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WORK EXPERIENCE

[08/06/2022 – 08/10/2022]

Personal Assistant

GSC LLC

- Assisted with daily scheduling and calendar management.
- Maintained organized files and documentation.
- Managed travel arrangements and itineraries.

[20/09/2023 – 06/03/2024]

Project manager

Paralympic Committee of Kosovo

- Managed and oversaw projects focused on enhancing opportunities for individuals with disabilities.
- Established processes to document and track project requirements from start to finish.
- Coordinated meetings with team members to discuss project progress and updates.
- Assisted in creating project timelines and milestones to ensure timely completion.
- Gathered feedback from stakeholders to improve project outcomes and inclusivity.
- Helped prepare project reports and presentations for stakeholders and committee meetings.

[07/04/2024 – 17/05/2024]

Cyber Security Internship

Cacttus Education

- **Monitoring Security Alerts:** Regularly check security logs and alerts to identify any unusual activity.
- **Conducting Security Training:** Assist in creating or facilitating basic security awareness training for staff.
- **Assisting with Penetration Testing:** Help prepare for penetration tests by gathering necessary data or tools.
- **Documenting Security Procedures:** Help write or update documentation related to security policies and procedures.

[04/10/2024 – 01/04/2025]

Project Manager

Ptera Technologies

City: Prishtine | **Country:** Kosovo

Managed cross-functional teams to deliver digital projects on time and within scope. Oversaw planning, execution, and communication between stakeholders and developers.

EDUCATION AND TRAINING

[23/12/2022 – 23/12/2022]

Awareness Raising Workshop on Article 3 of the ECHR

Council Of Europe

[18/07/2024 – 18/07/2024]

Certified Lean Six Sigma Green Belt

Advanced Innovation Group Pro Excellence (AIGPE)

- Acquired knowledge of Lean Six Sigma methodologies for process improvement and waste reduction.
- Enhanced problem-solving skills by applying root cause analysis techniques.
- Learned about setting goals and measuring progress in projects.
- Discovered the importance of teamwork in making improvements.

DIGITAL SKILLS

My Digital Skills

Mobile UI/UX Design Principles | Basic Knowledge in mobile languages | Version Control
| Familiarity with Agile Methodologies | Basic Knowledge of Project Management Tools
(Trello, Asana, Microsoft Project) | Understanding of Gantt Charts and Scheduling |
Junior Project Manager