Sindi Gjeta

Tirana, Albania   +355 69 383 0636   sindigjeta1@gmail.com

WORK EXPERIENCE

CUMORAH ACADEMY   **NACERADEC, CZECH REPUBLIC**
English Tutor   *April 2023 – July 2023*
- Provided personalized English tutoring to enhance student language skills and performance.
- Developed tailored lesson plans focusing on grammar, vocabulary, reading, and writing.
- Utilized various teaching methods and digital tools, adapting to individual learning styles.
- Assessed student progress through evaluations, offering constructive feedback and support.

TOWN HALL   **TIRANA, ALBANIA**
Volunteer   *June 2019 – December 2023*
- Led a team of up to 20 individuals and ensured that everything was executed well.
- Assisted in organizing community events with a public of up to 16,000 people.
- Collaborated with town officials and other volunteers to promote civic engagement.
- Participated in outreach efforts to increase community participation in town hall activities.

NOAH STUDIO   **TIRANA, ALBANIA**
Photo Editor   *June 2022 – February 2023*
- Edited and retouched photos +75 photos/day to enhance quality and meet client specifications.
- Utilized photo editing software such as Adobe Photoshop to manipulate and improve images.
- Managed photo archives, organizing a large library of images for easy retrieval.
- Edited and optimized images to enhance user engagement on websites.

ALUFLOR   **TIRANA, ALBANIA**
Sales Representative   *June 2022 – September 2022*
- Conducted market research to identify potential clients and new market opportunities.
- Generated leads through 50 cold calls, email campaigns,
- Joined networking events and researched potential customers before the event.
- Used innovative strategies to optimize sales, using programming skills to enhance efficiency.

EDUCATION

UNIVERSITY OF TIRANA   **TIRANA, ALBANIA**
Mathematical and Computer Engineering   *October 2022 – Present*

CERTIFICATIONS

CUMORAH ACADEMY   **NACERADEC, CZECH REPUBLIC**
Coding Bootcamp, Leadership   *April 2024 – July 2024*

BYU Pathway Worldwide   **REMOTE**
Web & Computer Programming   *January 2024 – June 2024*

SOFT SKILLS   ## HARD SKILLS

- Teamwork
- Problem-solving
- Attention to detail
- Time Management
- Communication
- Public Speaking

- Visual Studio Code
- Bootstrap, CSS Grid, Flexbox
- Responsive Web Design
- Testing and debugging
- HTML, CSS, JavaScript, and Python