

**Europass
Curriculum Vitae**



Personal information

First name(s) / Surname(s)	Emanuela Kumurija
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E-mail	emanuelakumurija@hotmail.com
Nationality	Albanian
Date of birth	07/11/1993
Gender	female
Work experience	
Dates	June 2014-present
Occupation or position held	Electronic Invoice Specialist
Main activities and responsibilities	<ul style="list-style-type: none">-Data Mapping-Converting different types of invoices in XML format by using Verifier Software-Testing the performance of the applications for bugs-Answer customer questions about invoices and resolve errors made during the creation of xml invoices.-Magento- Managing a great number of data extracted from invoices in Excel-recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;

Name and address of employer	Digithera Albania (http://www.digithera.it) Bulevardi Zogu I, palace n. 33, Tirane
Type of business or sector	IT and Software Development
Dates	April 2014-October 2014
Occupation or position held	Online Translator
Main activities and responsibilities	Projects: 1. I2P- The Invisible Internet Project 2. An Introduction to Interactive Programming in Python
Name and address of employer	Transifex (https://www.transifex.com/)
Dates	April 2013-May 2014
Occupation or position held	Italian phone operator - Customer Care -To provide support and answer questions asked by customers via telephone within the framework of the respective regulations and stipulations and in line with the required degree of confidentiality.
Main activities and responsibilities	-To handle incoming e-mails according to content-specific criteria, as well as to manage the resulting correspondence in the respective area of responsibility
Name and address of employer	Future Generation, Street "Medar Shtylla" , Kompleksi Kika, Second floor, above "New York" University, Tirane, Tirana, Albania
Type of business or sector	Call Center
Dates	June 2013-October 2013
Occupation or position held	Marketing and promotion
Main activities and responsibilities	-Work with marketing and sales departments to create promotions. -Work alongside product development team to incorporate promotions after product is complete. -Send promotions through direct mail, inserts in newspapers, Internet advertisements, in-store displays, product endorsements, or other special events.
Name and address of employer	LR Health and Beauty Systems Albania, Rr. E Elbasanit Nr. 246 H.1, 1003 Tirana, Albania
Type of business or sector	Health and Beauty

Education and training

Dates 2011-2014

Title of qualification awarded Bachelor Degree on Business Informatics

Principal subjects/occupational skills covered

- Information System Management
- Information Science
- Algorithmic Science
- Computer Programming (Java, C++,)
- Accounting
- Managerial Science
- Marketing
- Database Design
- Statistics
- Web Development (HTML, CSS, JavaScript)

Name and type of organisation providing education and training Faculty of Economy, University of Tirana
Elbasani Street, Tirana (Albania)

Dates March 2014-June 2014

Title of qualification awarded Webmaster

Principal subjects/occupational skills covered

- PHP
- Web page creation
- HTML Encode
- My SQL
- Open Source CMS

Name and type of organisation providing education and training Irisoft Center
Rr. "Him Kolli" V.23/1, Tirane, Albania

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s) Italian, German, English

Self-assessment
European level ()*

English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
B2	C1	B2	B1	C1

Italian		B2		C1		B2		B2		B2
German		B1		B1		A2		A2		B1

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences	<ul style="list-style-type: none"> -Accurate listening; -Pay attention to details; -Maintain a positive, open and objective attitude towards others; -The ability to be conscious of the feelings or opinions of others -Team spirit, patience and empowering others through integrity and ability to motivate the team and idealism, positive spirit and endurance;
Organisational skills and competences	- Capacity in planning and organizing work in a timely manner even under time constraints, adhering to deadlines, and handling stressful situations;
Computer skills and competences	<ul style="list-style-type: none"> -Software and Hardware Management - Database Design - Computer Programming in JAVA and C++ - Web Design in HTML and JavaScript - Competent with most Microsoft Office programs and Adobe Director - Programming languages: Java, C++ - Operating systems Windows, Linux - Multimedia skills -CMS: Wordpress, Joomla, Magento -Microsoft Office (Word, Excel, Powerpoint, Access)
Artistic skills and competences	Enjoy travelling, all sports particularly tennis, volleyball, running and watching football. Love to travel and experience different cultures.
Other skills and competences	<ul style="list-style-type: none"> reading volumes of material interviewing prospective employees taking personal responsibility developing a climate of enthusiasm, teamwork, and cooperation recommending courses of action motivating others providing customers with service
Driving licence	driving licence "B"