



Marigona Bajrami

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WORK EXPERIENCE

 **AWO- NÜRNBERG** – PRISTINA, KOSOVO

SOCIAL WORKER – 01/06/2024 – 31/12/2024

- Take on legal guardianships for people who cannot manage their affairs independently (e.g., due to illness or disability).
- Advise and support volunteer guardians in their work.
- Provide social law counseling (social benefits, housing, health care, etc.).
- Cooperate with courts, offices, and other institutions.
- Documentation and reporting.

 **DVV INTERNATIONAL** – PRISHTINE

PROJECTS ASSISTANT – 01/03/2023

- 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,AGRANO 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



ECONOMIC ADVISOR AT PARLIAMENTARY GROUP(PARLIAMENT OF KOSOVO) – 04/2019 – 08/2019

- 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.



– MITROVICA, KOSOVO

PROJECT COORDINATOR-DIAKONIE KOSOVA – 10/2018 – 03/2019

- 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.



UNICEF'S VOLUNTEER MENTOR – 09/2019 – CURRENT



VOLUNTEER AT THE IDEAS PARTNERSHIP, KOSOVO – 10/2016 – CURRENT



INTERN(UNDP), KOSOVO – 10/2016 – 01/2017

- 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



VOLUNTEER AT AMERICAN CORNER, KOSOVO – 10/2016 – 11/2016

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



INTERN (DIJARI L.L.C., VUSHTRRI), KOSOVO – 05/2016 – 10/2016

- 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



INTERN – DEPARTMENT OF FINANCES, MUNICIPALITY OF VUSHTRRI, KOSOVO – 10/2014 – 10/2014

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

 **REMOTE** – ZUG, SWITZERLAND

DATA ANALYST – 01/07/2023 – 01/06/2025

- Worked remotely to clean, structure, and organize client and financial data for bookkeeping processes.
- Updated and maintained Excel-based datasets, ensuring accuracy and consistency across records.
- Improved spreadsheet layouts and data structures to enhance readability and reduce manual errors.
- Supported accountants by remotely preparing organized data files for processing and reporting.
- Contributed to more efficient internal workflows by standardizing file formats and data structures.

● **EDUCATION AND TRAINING**

10/2015 – 09/2025 Prishtina, Kosovo

MASTER DEGREE IN MANAGEMENT AND INFORMATICS University of Prishtina, Faculty of Economics

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 Prishtina, Kosovo

BACHELOR DEGREE MANAGEMENT AND INFORMATICS University of Prishtina, Faculty of Economics

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