

PERSONAL INFORMATION Aida Hoxha

 Prekazi, A1, F1, Pristina, 50000, Republic of Kosovo

 +38348729903

 aidahoxha07@gmail.com

Sex Woman | Date of birth 08/02/1994 | Nationality Kosovar

EDUCATION

| | | |
|------------------------|--|-------------|
| 14.09.2024- Present | Ph.D. Candidate in Constitutional and Administrative Law, SouthEast European University, Tetovo, North Macedonia | |
| 14.11.2021- 08.12.2023 | LL.M Civil-Law, AAB College, | EQF level 8 |
| | EQF level 7 | |
| 10.2017- 27.06.2021 | Bachelor of Legal Studies, AAB College | EQF level 6 |
| | AAB College, Kosovo | |
| 10.2011 - present | Bachelor of Electrical and Computer Engineering – III year | EQF level 6 |
| | University of Pristina, Kosovo | |

PROFESSIONAL TRAINING

| | |
|-------------------------|---|
| 16.06.2024-19.06.2024 | Project Management Group Meeting, SIAHDPC project, Helsinki, Finland |
| 17.03.2023-31.03.2023 | Certificate for training “Design and project management”, Albania |
| 08.05.2023-12.05.2023 | Project learning, Teaching Activities (LTTA), SIENHA Project, Bochum, Germany |
| 10.05.2023-12.05.2023 | “Transnational Project Meeting (TPM), SIENHA Project Bochum, Germany |
| 17.03.2023-31.03.2023 | “Project design and management”, ACT Center, Albania |
| 23.05.2022-27.05.2022 | “International Project Management”, Universiteti “Haxhi Zeka”, Peje |
| | “English for Law”, American Corner Pristina |
| 22.02.2021 - 30.03.2021 | |
| 20.04.2020 | Letter of Attendance Koslift Courses, Social Media Management Certification of participation, for participating at the TOEFL iBT Test Prep Virtual Workshop, American Advising Center |
| 04.2020-05.2020 | |
| 07.03.2020 | Introduction to Cybersecurity, Cisco Networking Academy |
| | Certificate of attendance of Koslift Online Courses, A.U.K institute |

10.2019-01.2020

07.2018 One-week training on entrepreneurship, NGO "Lady"

EQF level 5

WORK EXPERIENCE

September 2021- Present Legal and Administrative Coordinator for International Projects

October, 2019 – September 2021 Legal and Administrative Assistant for International Projects

Heimerer College, Pristina

July-September, 2019 Administration and Sales

Delish, Pristina

July-September, 2019 Administration and Sales

Play-Land, Pristina

July-August, 2016 Internship – Network and Telecommunications Unit

Post and Telecommunication of Kosovo, Branch in Gjakova

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

English
Deutch Zertifikat Goethe
11.12.2023

| UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------|--------------------|-------------------|---------|
| Listening | Reading | Spoken interaction | Spoken production | |
| B1 | C1 | B2 | B2 | C1 |
| A1 | A1 | A1 | A1 | A1 |

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

Communication skills Good listener, friendly, open-minded, confident

Organisational / managerial skills Organisational skills:

- time-management skills: coordinating events, creating and keeping deadlines, making schedules, problem solving, multi-tasking
- mental organisational skills: documentation, analysis, taking notes, conflict resolution, developmental planning, attention to details, making presentations

Job-related skills Familiar with the ERASMUS+ Program guidelines regarding admin requirements and opportunities
Familiar with the structure, content and drafting main legal organisational documents
Familiar with the philosophy and principles of the Heimerer College and introduced to the team member qualities
Knowledgeable about the Kosovo legislation, gained during the undergraduate legal studies and research
Good command of office suite (word processor, spread sheet, presentation software)

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Independent user | Independent user | Independent user | Independent user |

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

- good command of office suite (word processor, spread sheet, presentation software)

Other skills

- Mass communication