


PERSONAL INFORMATION

Greta Mehmeti

 Haret Hreik, Beirut, Lebanon,

 (+961) 71 44 10 18

 gretamehmeti1510@gmail.com

Sex Female | Date of birth 15/10/1993 | Nationality Albanian

PERSONAL STATEMENT

Seeking a professional position related to social media advertising, tourism and marketing.

WORK EXPERIENCE

07/2017–12/2017

Website and Social Media Coordinator

Al Ajami Perfume Co., Zahlé (Lebanon)

www.alajamiperfume.com

-advertisement on social media

-photography & photo-editing

11/2014–09/2015

Travel consultant

Hima Travel Agency, Tirana (Albania)

www.himatravel.com

-customer service

-social media advertising

-researching for the best airtickets offers daily

-attending requests and questions mostly on Facebook page

01/2014–04/2015

Sales Representative

Sigma InterAlbanian Vienna Insurance Group Sh.a, Tirana (Albania)

www.sivig.al

Selling Auto insurance

08/2013–11/2013

Bartender

Coffee Island, Tirana (Albania)

EDUCATION AND TRAINING

10/2011–08/2014

Bachelor of Business Administration

Faculty of Economics, University of Tirana. (Albania)

10/2014–12/2014

Intern (Financial and Fiscal Department)

Albanian Tax & Consulting (Albania)

www.zyrekontabiliteti.al

10/2013–12/2013

Attended a training on Insurance Strategies. (Property Insurance, Auto Insurance and Individual Insurance programs)

organised by Sigma InterAlbanian Vienna Insurance Group Sh.a. (Albania)

www.sivig.al

PERSONAL SKILLS

Mother tongue(s) Albanian

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Italian | C1 | C1 | C1 | C1 | B1 |
| Spanish | B1 | B1 | B1 | B1 | A2 |
| Arabic | A2 | A1 | A1 | A1 | A1 |
| Albanian | C2 | C2 | C2 | C2 | C2 |

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

Communication skills

Strong communication skills especially with diverse people having different backgrounds and interests.

An ambivert, discreetly sociable, well organised and decent person.

Cheerful personality.

Organisational / managerial skills

Strong organisational skills.

Strong time management skills.

Strong secretarial skills.

Very supportive at team work.

Job-related skills

Professional customer service skills.

Strong Multitasking skills.

Quick learner.

Very creative person.

Hard and team worker.

Digital skills

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

Digital skills - Self-assessment grid

Possess excellent software skills in Microsoft Word, Excel, PowerPoint and Internet.

Professional experience in research field.

Considerable experience in photo, video and website/blog editing.

Social Media specialist.

Driving licence

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