



## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Florensa Haxhi**  
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Nationality Albanian  
Date of birth 15 March 1985

### Work experience

Dates	July 2010 - now
Occupation or position held	<b>Coordinator for Strategies, Department of Strategy and Donor Coordination</b>
Main activities and responsibilities	<ul style="list-style-type: none"><li>▪ Coordinating the implementation of NSDI (National Strategy for Development and Integration)</li><li>▪ Supporting Line Ministries in implementing and monitoring sector and cross-cutting strategies.</li><li>▪ Coordinating the process in the context of the Regional Development Fund</li><li>▪ Participating in meeting with Line Ministries</li><li>▪ Ensuring that the PBA is in line with NSDI's objectives</li><li>▪ Preparing periodical reports and memos</li></ul>
Name and address of employer	<b>Council of Ministers</b>
Type of business or sector	Government of Albania
Dates	September - November 2009
Occupation or position held	<b>MIS and Reporting Specialist next to the Accounting and Finance Department</b>
Main activities and responsibilities	<ul style="list-style-type: none"><li>▪ Preparing various reports to be sent to Bank of Albania and for internal use</li></ul>
Name and address of employer	<b>National Bank of Greece (NBG), Tirana (Head Office)</b>
Type of business or sector	Banking
Dates	July 2008 - September 2009
Occupation or position held	<b>Administrative Coordinator of Graduate Programs</b>
Main activities and responsibilities	<ul style="list-style-type: none"><li>▪ Administering 6 MSc and MBA Programs</li><li>▪ Assisting in recruiting prospective applicants.</li><li>▪ Preparing the schedule with courses and professors for every academic year</li><li>▪ Coordinating students' and professors' requests</li></ul>

Name and address of employer	NEW YORK COLLEGE Educational Group, 38, Amalias Ave., Syntagma, Athens
Type of business or sector	Private Higher Education
Dates	March 2009 - June 2009
Occupation or position held	<b>Intern in Intesa SanPaolo Bank</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>▪ Gathering and categorizing customers' database</li> <li>▪ Contacting prospective customers</li> <li>▪ Assisting in the opening of new accounts</li> </ul>
Name and address of employer	Intesa San Paolo Bank, Greek Branch, Peristeri
Dates	March 2008 – September 2009
Occupation or position held	<b>Study Abroad Program Director</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>▪ Preparing all the details for the Study Abroad Program</li> <li>▪ Searching for and contacting possible sources from which prospective students can be recruited</li> <li>▪ Arranging for students' travelling and excursions, etc.</li> <li>▪ Assisting in the preparation of the class schedule</li> <li>▪ Assisting in the development of the Website (<a href="http://www.nyc.gr/study_abroad">http://www.nyc.gr/study_abroad</a>)</li> </ul>
Name and address of employer	NEW YORK COLLEGE Educational Group, 38, Amalias Ave., Syntagma, Athens
Type of business or sector	Private Higher Education
Dates	March 2008 – July 2008
Occupation or position held	<b>Management Team Assistant</b>
Main activities and responsibilities	Executing various projects assigned by the Management Team (General Manager, HR Manager, PR and Communications Manager, etc.)
Name and address of employer	NEW YORK COLLEGE Educational Group, 38, Amalias Ave., Syntagma, Athens
Type of business or sector	Private Higher Education
Dates	January 2008 – March 2008
Occupation or position held	<b>Assistant Program Director</b>
Main activities and responsibilities	Assisting with the Enrolment Management and with the execution of different projects and tasks for the Bachelor Program offered in collaboration with State University of New York, Empire State College.
Name and address of employer	State University of New York, Empire State College, Saratoga Springs, New York, U.S.A.
Type of business or sector	Private Higher Education
Dates	2007 (seasonal)
Occupation or position held	<b>Store Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>▪ Handle the orders</li> <li>▪ Customer Service</li> <li>▪ Sales</li> </ul>
Name and address of employer	"MINERALI – Jewellery Store", Santorini, Greece
Type of business or sector	Luxury Industry

Dates 2005 & 2006 (seasonal)  
 Occupation or position held **Sales Supervisor**  
 Main activities and responsibilities
 

- Deal with the sales
- Supervise the rest of the employees
- Customer Service

 Name and address of employer "Apollon Gallery",, Santorini, Greece  
 Type of business or sector Art & Tourism

Dates April 2005 - June 2005  
 Occupation or position held **Marketing Research Assistant**  
 Main activities and responsibilities
 

- Gathering information on various organization regarding insurance policies
- Preparing statistics
- Presenting the results.

 Name and address of employer "ETHNIKI ASFALISTIKI" Insurance Company, Sygrou, Athens  
 Type of business or sector Insurance Industry

**Education and training**

Dates November 2007 - December 2009  
 Title of qualification awarded **Masters in Business Administration (MBA) with concentration in International Finance**  
 General Point Average (GPA) 4.0 / 4.0 (American System), Highest GPA. **Best Student Award (Valedictorian Award).**  
 Name and type of organisation providing education and training Ecole Superieur de Gestion (ESG), Paris Graduate School of Management, Paris, France.

Dates October 2003 – February 2007  
 Title of qualification awarded **BSc in Business Administration and Finance (Dual Major)**  
 Principal subjects / occupational skills covered Financial Analysis, Derivatives, Financial Accounting, Mutual Funds, Portfolio Management
 

- Research Assistant – 02/2006 – 05/2006

 GPA: 3.99 / 4.0 Highest GPA of class. Awarded 3 scholarships, and selected the student with the highest GPA. **(Valedictorian Student Award)**  
 Name and type of organisation providing education and training State University of New York, Empire State College, New York, USA.

**Languages**

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment  
*European level (\*)*

**English**  
**Greek**  
**Italian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(\*) Common European Framework of Reference (CEF) level

**Awards July 2009 – Awarded an internship in the Greek Ministry of Economics**

Organisational skills and competences I have participated in various projects and always focused on delivering excellent results by helping the team to be as productive as possible. I like to take initiative but also learn from others in a co-operative environment.

Chief editor of school newspaper.

Treasurer of NYC Student Association

Computer skills and competences

- Proficient in all Microsoft Office Applications (Word, Excel, Access etc.)
- Experience on internet and network applications.

Achievements and certificates

- Certificate for the successful coordination of volunteering work the AHEPA (American Hellenic Educational Progressive Association) World Convention which was held in Athens, Greece
- Participation in a Discussion Panel on Corporate Social Responsibility, organized by the American Hellenic Chamber of Commerce, published in the Magazine "Business Partners", on June 9, 2008
- Certificate of participation: Executive Seminar in "*Managerial Leadership: Challenges for the Future*" presented by Professor L. Taylor, Professor of Management and Dean Emeritus, University of Louisville, USA, and Former President of the AACSB.
- Certificate of participation in the Business and Humanities Series of Seminars, New York College, Athens, Greece

Driving licence Category B vehicle

Hobbies Tennis, Painting, Drawing, Reading