

JASMINA BARDULLA

Sales & Marketing Specialist and Executive Assistant

Tirana, Albania
(+355) 069 6900 183
jasminabardulla@gmail.com
[in](#) /jasminabardulla

ABOUT

Energetic and determined, I seek exciting management opportunities. My dedication fuels excellence as I navigate tasks, employing innovation to conquer challenges. Committed to supporting leaders and teams, I streamline operations, secure data, and enhance communication for seamless outcomes.

EXPERIENCE

Data Processing Intern

Talent Management Services | Nov 22' - Apr '23

- Proficient in hybrid working environment, effectively managing both remote and in-person tasks
- Skilled in inputting & editing financial data using Excel
- Actively contributed to the lead generation process
- Successfully scheduled and booked meetings for team manager, ensuring efficient time management
- Provided support to colleagues by assisting them with any challenges they faced
- Delivered precision and effectiveness across tasks through utilization of the Zapier software
- Strong problem-solving abilities, able to find innovative solutions to complex issues
- Committed to maintaining confidentiality and handling sensitive information appropriately.

Sales and Marketing Specialist

Fendous Sustainable Solutions | Aug - Nov '22

- Analyzing customer's needs and recommending our products
- Generating leads and managing the customer relationship through HubSpot and Kixie
- Researching the current market trends and learning about new technology products
- Employed Slack and project management tools to enhance operational efficiency
- Produced media content using Canva
- Creating, maintaining, and managing the content of Social Media, such as LinkedIn, Facebook, Instagram, etc.

Content Marketing / SEO Intern

Global Commerce Media GmbH | May - July '22

- Worked remotely, independently and as a team
- Worked with articles in WordPress in German language
- Staging articles (data researching and key word cleaning)

Executive Assistant

Fight or Flight | Jan '20 - Apr '22

- Regularly reviewed and updated all company Standard Operating Procedures (SOPs) within their platform
- Contributed to diverse functions, including sales, research, and project management, showcasing adaptability and versatility.
- Enhanced teamwork by uploading meeting notes and tasks, optimizing project management processes, especially for sales and onboarding.
- Timely completion of web research and data enrichment projects, ensuring data-driven decision-making.
- Generated concise daily and weekly reports, offering valuable insights for informed choices.

EDUCATION

Rochester Institute of Technology (2019-2023)

Economics & Management (Full scholarship granted)

Relevant coursework: Econometrics, Micro and Macro Courses, International Trade, Public Finance, Managing the workforce, Financial and Managerial Accounting, New Venture Development, etc.
GPA 3.4/4.00

Minor program in International Relation

Relevant coursework: International Relations, International Law, Human Rights and Global Studies, American Foreign Policy

INTERESTS

Traveling, Investing, Cooking, Researching, Cars, Music, Details

LANGUAGES

Albanian	Native or bilingual proficiency
English	Professional working proficiency
Turkish	Elementary proficiency
German	Elementary proficiency

SKILLS

Soft skills

Teamwork and Communication, Time Management, Self-motivation, Creativity, Ability to Work Under pressure, Conflict Resolution.

Hard skills

Computers Skills, Team Building, Organization, Adaptability, Presentation.

Technical Writing	●●●●●○○○○
Microsoft Office	●●●●●●●○○○
Translation	●●●●●●●●○○
WordPress	●●●●●●○○○○