



## Rexhina Merkohitaj

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**Address:** 1120, Vienna, Austria (Home)

### ABOUT ME

#### Certified - Project Management Associate (pma/IPMA® Level D)

I am a highly motivated, responsible person with a proven ability to perform project assistance and coordination. I am seeking a challenging role in a dynamic organization where I can leverage my project management skills and experience to drive successful outcomes.

### WORK EXPERIENCE

18/09/2023 – CURRENT Vienna, Austria

#### RESEARCH ASSISTANT CENTRE FOR SOCIAL INNOVATION (ZSI)

1. document and maintain minutes of project meetings, ensuring accurate records of discussions and decisions
2. monitor and track the progress of project milestones, deliverables, and timelines, providing regular updates to stakeholders and ensuring adherence to project schedules
3. act as the primary liaison for project-related inquiries and correspondence, managing communication between all parties to ensure clarity and prompt responses
4. facilitate effective communication and collaboration among project partners by organizing and leading regular meetings, ensuring alignment and addressing any issues promptly

01/03/2022 – 28/02/2023 Vienna, Austria

#### INTERN IPCL/INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA)

1. provided assistance in the development of manuals, guidelines, protocols and brochures
2. maintained accurate records and communicated regularly with supervisors to ensure project goals were met
3. performed administrative tasks such as record-keeping, scheduling, and data entry using Microsoft Excel and similar database software
4. demonstrated strong attention to detail and ability to work collaboratively in a team-based international environment

08/2020 – 09/2021

#### PROJECT ASSISTANT SUPERLATIVE CREATIVE

1. collaborated with external teams to design, develop and implement digital projects using Slack
2. used Customer Relationship Management (CRM) tools, like Hubspot and Apollo.io to manage the company's relationships and interactions with customers and potential customers
3. used project management software, like Atlassian Jira and Confluence to monitor and report
4. communicated with the team to ensure all members are on board with delegated tasks
5. sent progress updates to clients using Notion and the Microsoft Office Package

07/2019 – 07/2020 Tirana, Albania

#### PROJECT ASSISTANT MINISTRY OF TOURISM AND ENVIRONMENT

1. assisted Interreg Cross-Border IPA Projects
2. supported the program monitoring and coordination with the Joint secretariat and project partners, as a Lead Partner
3. prepared management and action plans
4. organized kick-off meetings and online events with the international project partners
5. drafted reports and kept the meeting minutes
6. coordinated with stakeholders to ensure that all project requirements were met
7. prepared and monitored budget plans of the project team and services
8. developed and maintained relationships with vendors and suppliers

12/2018 – 02/2020 Tirana, Albania

#### HOSPITALITY OPERATIONS COORDINATOR SELF-EMPLOYED

1. planned and prioritized tasks, managed schedules and tracked progress
2. adapted to unexpected challenges and found creative solutions
3. experienced in managing inquiries and coordinating bookings

4. achieved Superhost status and consistently received high ratings from guests for attention to detail and responsiveness
5. used Trello tool to keep track of organization, communication and daily to-do's

12/2018 Tirana, Albania

**START-UP FUND WINNER** UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

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Awarded €5,000 to launch a new innovative and sustainable business concept. Developed a comprehensive business plan, created financial projections, and presented a successful pitch to fund judges.

## ● EDUCATION AND TRAINING

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Eisenstadt, Austria

**MASTER OF ARTS "EUROPEAN STUDIES - MANAGEMENT OF EU PROJECTS"** FH Burgenland, Austria

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30/10/2016 – 10/10/2018 Tirane, Albania

**MASTER OF SCIENCE IN ENVIRONMENTAL BIOLOGY** University of Tirana

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10/2013 – 07/2016 Tirane, Albania

**BACHELOR IN BIOLOGY** University of Tirana

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## ● LANGUAGE SKILLS

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Mother tongue(s): **ALBANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	B2	B2	B2
<b>ITALIAN</b>	B2	B2	B2	B2	B2
<b>GERMAN</b>	A1	A1	A1	A1	A1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ● ORGANISATIONAL SKILLS

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### Skills

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1. project planning and scheduling
2. excellent communication and interpersonal skills
3. problem-solving and decision-making
4. attention to detail and quality assurance
5. project management software and tools
6. proficient in Microsoft Office Package
7. able to work under pressure