

## PERSONAL INFORMATION



## Albano Toska

 Bulevardi Zogu i Pare, Tirana (Albania)

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 [www.albanotoska.com](http://www.albanotoska.com)

Sex Male | Date of birth 14/11/1995 | Nationality Albanian

## WORK EXPERIENCE

05/2015–08/2017

**Receptionist**

Blue Days Hotel, Himarë (Albania)

- checking emails
- making reservations
- showing hotel rooms
- making online advertisements for hotel
- managing the website and online booking system of the hotel

**Translator**

Golden Garden Productions

Translated from English to Albania an application with quotes, the application is "Sun Myung Moon Quotes"

20/11/2013–08/06/2014

**Content Manager**

Albanian Tech, Tirane (Albania)

- writing blog
- content manager
- writing different articles
- translating from English to Albanian

This website was a wordpress website, and mostly it was a portal of tech information and some other tips

**Web Design**

- Designed multinutry.com, sanremomusiccontest.it, sanremovillage.eu, Appmediagroup.it
- Co-designed albaniantech.al

**Volunteer**

W-CARP Albania

- Youth Group Lider
- Media editor
- IT

11/2016–05/2017

**Interviewer**

IDRA, Tirana (Albania)

- interviewer

-researcher  
-data analysis

10/09/2017–31/03/2018

**Web Master**

App Media Group, Milano (Italy)

-wordpress developer  
-wordpress designer

01/04/2018–Present

**Web Developer**

ATIS, Tirana (Albania)

-web developer  
-wordpress developer  
-wordpress designer  
-little php development  
-html,css,js

EDUCATION AND TRAINING

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12/10/2014–10/2017

**Computer Science**

University of Tirana, Faculty of Natural Science, Tirana (Albania)

PERSONAL SKILLS

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Mother tongue(s)

Albanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Italian	B1	B2	A2	A2	A2

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

-Good writing and blogging skills due to my previous job on AlbanianTech where I was content manager, and for a period of time I was the only writer there.  
-I can find my way around social medias because of studying the feed algorithms of them, the main tags, most important posts, etc.  
-Besides talking formally, I find it easy to adapt with all the latest trends of language, especially the informal trends that emerge in the internet and social networks.-I have a rich English vocabulary, and currently learning Korean language.

Organisational / managerial skills

-Good team-working skills, able to comply with any kind of team member, keep up with the pace of the co-workers and have good cooperation with them.  
-Leadership abilities in productive environments and with the proper team.  
-Being well organized in home, I inherited it in work as well, having it easy to sort and find my way on my organized space.  
-Active student in the university, by participating in every event, conference and presentation as participator and organizer.-In high school I have been very active in every event by taking responsibility of the technic aspects of the event (music, lights, computer presentation, other technical details). There I also was responsible of the computers lab (where I organized a few meetings to start a Computers Club in school), the school Arts Center (supporting with the computer use), etc.  
-I was an active member of W-CARP (World Collegiate Association in the Research of the Principles) since March 2011 participating in many workshops and trainings, worth mentioning was a training

program on South Korea and this year a training in Romania, Slovenia and Switzerland. Also have been many times lider of different youth groups on some workshops organized by W-CARP.

- Job-related skills**
- Front end programming language(HTML,CSS,JS)
  - Back end web developer (PHP,MYSQL)
  - C programming
  - Good skills on Wordpress

**Digital skills**

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

Digital skills - Self-assessment grid

**ADDITIONAL INFORMATION**

- I enjoy reading news and articles about technology and the recent trends in it. Mostly digital reading.
- I am very motivated in working, especially a work that involves working with computers and that needs creativity.
- I like reading fantasy and phylosophical books.
- I like, cycling and walking!