

## PERSONAL INFORMATION



## Albano Toska

-  Bulevardi Zogu i Pare, Tirana (Albania)
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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

Present

**Freelancer**

- Wordpress Developer
- Plugin development
- Created Plugin BS Banners
- Theme Development

EDUCATION AND TRAINING

12/10/2014–10/2017

**Computer Science**

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

PERSONAL SKILLS

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!