

**EGLANTINA (EGLA) BUSHGJOKAJ**  
1374 San Bruno Avenue San Francisco, CA 94110  
(415) 641-0134 [ebushgjoka@hotmail.com](mailto:ebushgjoka@hotmail.com)

### **OBJECTIVE**

Interested in applying my international experience, and organizational and administrative abilities to contribute to the success of a Bay Area organization.

### **SELECTED QUALIFICATIONS**

- Strong multi-tasking and coordination skills with keen attention to details
- Interpersonally flexible and accustomed to working with individuals of all career levels and nationalities
- Ability to work independently with minimal supervision
- Fluent and literate in English and Albanian; semi-fluent in Italian
- M.P.A, Public Administration, San Francisco State University, CA – present

### **WORK EXPERIENCE**

CARE International, Tirana, Albania

*Apr 99 – Jul 01*

#### ***Human Resources and Contract Manager***

***Sep 00 – Jul 01***

- Managed payroll, employee benefits, and medical insurance for 40 national staff
- Entered and updated employee data in tracking system; submitted monthly reports to Canadian headquarters
- Ensured hiring and dismissal procedures complied with local labor laws
- Wrote and managed contractual agreements between CARE International and local NGOs and government agencies

#### ***Logistics and Administrative Officer***

*Sep 99 – Sep 00*

- Secured and coordinated all inbound and outbound travel logistics for CARE International relief workers during Kosovo crisis; identified vacant apartments and negotiated lease agreements for relief workers
- Managed all CARE International training course logistics, including speaker recruitment and scheduling, room set-up, supply management, and AV equipment procurement and set-up
- Managed the inventory and lease contracts

#### ***Senior Administrative Assistant***

*Apr 99 – Sep 99*

- Received, inventoried, and shipped supplies to refugee camps
- Performed data entry and managed mailing and email databases

EcoStream, San Francisco, CA

*Sep 02 – Dec.02*

#### ***Office Manager/Bookkeeper (Part-time, Internship)***

- Assist Office Manager with administrative tasks, including bookkeeping, data entry, filing

Catholic Charities, San Francisco, CA

June 02- Aug.02

#### ***Volunteer (Part-time)***

- Assist Office Manager with administrative tasks.

### **OTHER PROFESSIONAL EXPERIENCE**

Nordstrom, San Francisco, CA

*May 05 – June 07*

#### ***Sales Manager (Full Time)***

- Managing Shoe department with administrative tasks including schedules, hiring staff, planning, preparing, and executing events.

#### ***Assistant Shoe Manager (Full Time)***

Sep 03- May 05

- Assist Shoe Manager with sales and administrative tasks including preparing, executing events

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**Sales representatives ( Full Time)**

Sep 02- Sep 03

- Assist the department on sales

***Media Interpreter***

*June 99*

- Albanian-English interpreter for international media news teams, including CNN

**EDUCATION**

B.A., English, University of Tirana, Tirana, Albania (XXX)

M.P.A, Public Administration, San Francisco State University, CA (Expected December 2007)

**TRAINING**

- Project Management (Albania) *Nov 1999*
- “Working Together” Training (Albania) *Mar 2000*
- Training for Trainers (Albania) *June 2001*
- Peace building and development in conflict areas (Washington D.C., USA) *July 2001*

**SKILLS**

- Proficient in Windows 2000, MS Word, Excel, Access, Outlook, Outlook Express, Internet research
- Fluent and literate in English and Albanian; semi-fluent in Italian