# MA. Elsa Zyberaj

Address: Boulevard Bill Clinton, Lakrishte Entrance 3, No. 24 Pristina 10000, Kosovo

 Mob: +38349170811

Email: **elsa.zyberaj@aab-edu.net**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

2018-2020 AAB College Master Public Administration - Diplomacy

2015-2018 AAB College Bachelor Public Administration profile Political Science and Diplomacy

**TRAINING**

25-28/06/2019 Scientific research and data analysis with SPSS - Pristine organized by the Kosovo

 Institute for Public Administration (IKAP)

08-11/06/2018 ,,E-governance & M-governance” - Pristine organized by the Kosovo Institute for

 Public Administration (IKAP)

02/09/2018 Wiki – Academy Kosovo-Ministry of Foreign Affairs of the Republic of Kosovo

16/12/2017 Social Networks and Their Use by Young People in Politics – Pristine organized by

 The Friedrich Naumann Foundation

12/2017-2/2018 Training at the Ministry of Foreign Affairs of the Republic of Kosovo

27-29/11/2017 Albanian-Bosnian Dialogue , "Ideological Twinning of Youth Forums from Kosovo and Bosnia

 and Herzegovina",– Budva organized by The Friedrich Naumann Foundation

06/10/2017 Challenges of Democracy in Today: Accountability and Participation in Political Processes –

 Pristine organized by NDI (National Democratic Institute)

15-17/09/2017 Training of new candidates for local elections - Istog, organized by The Friedrich Naumann

 Foundation - Friedrich-Naumann-Stiftung für die Freiheit.

01/10/2016 – 01/11/2016 Training in the Assembly of the Republic of Kosovo within the Commission on

 Immunity and Legislation Mandates

**EMPLOYMENT**

2018 - ongoing Professor Assistant at AAB College

 Course Assistant:

* Public Services Management,
* Human Resource Management,
* Value and Ethics inPublic Administration,
* Public-Private Partnerships,
* Research Methods and Techniques in Public Administration.

 AAB College

2018 - 2019 Assistant to the Deputy Prime Minister's - Government of the Republic of Kosovo

* Prepare the Minister’s agenda:
* Prepare and arrange the appointment schedule
* Prepare and manage correspondences :
* To prepare correspondences of the Minister
* To record, dispatch and assort office mail
* To manage the filing of documents
* To ensure telephone communication within the Office
* To read and verify the form and substance of documents submitted to the Minister
* To Forward documents submitted by the Minister to their respective destinations
* Responsible for handling VIP visitors of the Minister
* Make logistical preparations for all meetings with the Minister

**TEACHING**

2018 - ongoing Lecturer of the subjects:

 Teaching the subject for students of the bachelor studies:

* Public Services Management
* Human Resource Management
* Value and Ethics in Public Administration
* Public-Private Partnerships
* Research Methods and Techniques in Public Administration

. AAB College

**SCIENTIFIC CONFERENCES**

|  |  |  |
| --- | --- | --- |
| **CONFERENCE** | **Title of Article** | **Month /Year** |
| Fifth Nationwide Archiving Conference Tuzi, Montenegro  | The role and public administration in the administration and preservation of public documentation | June/2021 |
| AAB International Virtual Academic Conference:Second EditionWesternization, Europeanization andidentity formation in the WesternBalkan countries | Roli i administratës në hartimin dhe zbatimin e politikave publike | October/2021 |

**PUBLICATIONS /ARTICLES**

|  |  |  |
| --- | --- | --- |
| **Published /ISSN/ISBN** | **Item Title**  | **Month/Year**  |
| Elsa ZyberajSubject(s): Criminal Law Published by: Societatea de Stiinte Juridice si Administrative Journal: Perspectives of Law and Public Administration, Volume 10, Issue 2, Page Range: 33-37 Page Count: 4 Language: English June 2021 ZYBERAI, Elsa | The Role of Public Administration in Drawing, Manageing and Storing Public Documentation  | June/2021 |

**SKILLS AND SOCIAL COMPETENCIES**

Mother tongue: Albanian

Foreign languages: English - Moderately proficient in reading, writing and speaking.

 Very good communication and negotiation skills. Very active and willing to work in the

 group, cabable of managing and organizing the work

Computer Skills: SPSS Programe, Work with Microsoft Windows, Excel, Power Point,

Driving licence: B