



## Romina Shkurtaj

📍 Hyrdevangen 9 02 13; 2700 Bronshoj

📞 0045 50169842

✉ [romi.ro@live.it](mailto:romi.ro@live.it)

visit: <https://www.linkedin.com/in/romina-shkurtaj-a183b5105/>

Date of birth 09/06/1992

Nationality Albanian and Italian

**I'm an independent person and a hard worker, always challenging myself. I like studying and exploring in various fields of work to better integrate and apply my knowledge. In every work place i like to contribute giving my best but, at the same time enjoying the experience.**

### EDUCATION

SEPTEMBER 2019 - JUNE 2021

#### **MS.c in Architectural Engineering at Technical University of Denmark DTU**

- Numerous cross-disciplinary courses;
- Buildings design and structures;
- Project Managment;
- Sustainable Building Architecture;

SEPTEMBER2012- MAY 2019

#### **BS.c in Building Engineering at University of Florence UNIFI**

**THESIS : SIMULATION OF A BIM-BASED PROCESS FOR THE RECONSTRUCTION OF A BUILDING**

### WORK EXPERIENCE

NOVEMBER 2018 - JANUARY 2019

#### **Internship at Engineering Studio Vito Getuli, Florence**

- Renovation project;
- Technical design with Autocad;
- 3D modeling with Revit;
- Research and Power Point presentation

JUNE 2016 - MARCH 2019

#### **Collaborator for events**

Fattoria di Cinciano; Osteria 1126 Poggibonsi (Si) (Restaurant, Bistrot, Agriturismo, Farm and winery inside of an ancient medieval village)

- Collaborator for organising varius events;
- Restaurant hall menagement;
- Training end education for restaurant staff;
- Hosting and guiding the costumer inside the farm;
- Set up and decoration of restaurant/bistrot/events.

JULY 2015 - JUNE 2016

#### **Project designer ARVO Group, Poggibonsi Siena (Construction Company)**

Graphic designer of "Life Line" devices, for the safety of workers, working at height. Followed by advertising and descriptive catalogs.

- Project designer;
- Realisation of catalogs;
- Estimative bill of quantities;
- Translation of the reports;
- Further graphic work for the building firm of the company.

MARCH 2015-DECEMBER 2015

**Salesman of Italian wine and Tuscan products, Wineshop Le volte**

Castellina in Chianti, Siena

- Customer care and assistance;
- Guided wine testings;
- E-mail and shipping service;
- Set up of the wineshop;
- Promotion on social network;

MARCH 2012 - OCTOBER 2014

**Restaurant assistant, Restaurant La Botte di Bacco**

Radda in Chianti, Siena

- Hall management;
- Greeter;
- Graphic preparation of the Menù and Wine List;

SEPTEMBER 2009-MARCH 2012

**Waitress, Bar and Restaurant Da L'Orco**

Poggibonsi, Siena

- Waitress;
- Bartender.

**Native Language**

**Albanian and Italian**

**Other Language**

**English: Level C1 (fluent written and spoken)**

**French: Basic school level**

**Skills**

- Focused and service minded.
- Good communication skills acquired during my sales experiences and event collaboration, but also working in tourist areas and having to deal with foreign guests.
- Leadership; Responsible of team of young people in events like : Business meetings, Weddings, Seasonal Wine festivals etc.

**IT skills**

- OFFICE packages (Word, Excel, Powerpoint)
- ADOBE package (PHOTOSHOP, INDESIGN, ILLUSTRATOR)
- AUTOCAD
- REVIT
- SOLIDEDGE
- Editing video
- Social networks

**Other Skills**

I help in my family business, which is a travel agency. In tasks as:  
Flight and hotel reservations; preparations of tourist packages; tourists guide during summer in Albania.

**Antaneb Travel Agency Tirana Albania**

**Trips for Fun Vlore Albania**

I also help and volunteer my older friends with their babies or children as  
babysitter; teaching Italian or English; helping in subjects after school.

**Driving license B**