

# QËNDRESA SULEJMANI

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## SUMMARY

An ambitious, hard-working, responsible, well-organized and a highly-motivated individual, with excellent time-management, management, analytical and communication skills. I carry a positive attitude and am comfortable working on my own as well as part of a team.

## HIGHLIGHTS

- Policy research
- Office management
- Event organization
- Proposal writing
- Project implementation
- Critical thinking
- Project planning
- Attention to detail
- Leadership abilities
- Analytical skills

## PUBLICATIONS AND AWARDS

Sulejmani, Q. (2011), "Politicization in the Macedonian Public Administration." *Analytica Policy Report*. Skopje, Macedonia.

Think Tank Young Professional Development Fellowship (Jan 2014)

MA Scholarship Award by the Macedonian Ministry of Education (Oct 2011)

## PROFESSIONAL EXPERIENCE

**Center for Research and Policy Making – Skopje, Macedonia**  
*Researcher*

Sep 2013 – Present

Conduct public perception research, policy research, provide policy recommendations. As part of my project management and implementation duty I also organize events (conferences, meetings, policy dialogues), write reports, write press releases, keep track of project finances, and continuously write project proposals – seeking funding for my project ideas.

### Project history at CRPM:

Project	Position	Job description	Employer	Duration
Advocacy for Open Government: Supporting the Right to Know in Southeast Europe	Monitoring Officer	Monitoring the implementation of the national action plan; provide recommendations for the next one; conduct public awareness raising activities, initiate a coalition with CSO, organize local and international conferences	European Commission	Sept 2013-ongoing

**Woodrow Wilson High School – Tetovo, Macedonia**  
*Social Studies Teacher*

Sep 2012 – Aug 2013

As a homeroom teacher I maintained regular contact with students and parents; observed and recorded students' progress regularly; wrote weekly/monthly/term/annual plans regularly; developed the curriculum for the 11 and 12 grade social studies curriculum (which would be taught for the first time); and coordinated the International Day Festival with more than 100 students.

**Institute for Policy Research and Good Governance**  
***Lecturer on topic: Origins of Nationalist Behavior***

May – Jun 2013

In two separate sessions I analyzed stereotypical behavior through cognitive psychology and nationalism theories, through which I challenged stereotypes among youth (18-25 years). I engaged the audiences in lively and productive discussions. The lectures received excellent feedback.

**Analytica Think Tank – Skopje, Macedonia**  
***Research Fellow***

Feb – Sep 2011

I managed the Public Policy and Administration Program, conducting research in the area. I conducted field and desk research; policy analysis and recommendations. I also regularly wrote project proposals.

**Residence Life AUBG, Blagoevgrad Bulgaria**  
***Resident Assistant***

Jan 2009 – Dec 2010

Enforced policy, making sure that hall policies were respected. I organized floor meetings and activities for the purpose of community development; regularly checked inventory and conducted safety checks. I also conducted the administrative task of checking in and out residents and reporting to senior staff weekly.

**Mission of the Republic of Macedonia to the EU – Brussels, Belgium**  
***Office Assistant***

Jun – Jul 2010

Conducted daily press-clipping for the ambassador, drafted reports for the meetings in the embassy to the ministries in Macedonia; answered telephones and transferred calls.

**AUBG Faculty Office – Blagoevgrad, Bulgaria**  
***Office Assistant***

Sep – Dec 2007

Made travel arrangements for faculty; photocopying, faxing, mailing, and filing; answer telephones and set up meetings

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## EDUCATION

**Master of Arts, With Merits**, University College London - London, UK, 2012  
Politics, Security and Integration

**Bachelor of Arts, Cum Laude**, American University in Bulgaria - Blagoevgrad, Bulgaria, 2010  
**Majors:** Southeast European Studies; Political Science and International Relations  
**Minor:** European Studies

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## TRAININGS, QUALIFICATIONS AND CONFERENCES

• **Thinking for Governance Conference, Warsaw Poland**  
Offered policy recommendations for civic education

Oct 2013

• **School of Public Policy | Mother Theresa |**  
Center for Research and Policy Making

Sep 2013 – Ongoing

• **Diversity Training for Trainers**  
AUBG Chapter, National Coalition Building Institute

May 2010

• **Project Management**  
NGO Triangle (Forum Syd Project)

Jun 2007

• **SEE Youth Leadership Institute Program**  
Towson University, Towson, MD

Jul 2005

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## LANGUAGES

- Albanian – Native
- English – Fluent
- Macedonian – Fluent
- Bulgarian – Very good
- Italian – Basic
- Danish – Basic

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## TECHNICAL SKILLS

- MS Office (Word, Excel, Power Point, Outlook)

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- References available upon request.