



Zana Ramovic

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WORK EXPERIENCE

01/03/2024 – CURRENT Milan, Italy

JUNIOR RESEARCHER UNIVERSITY OF MILAN

University of Milan, Department of Economics, Management and Quantitative Research project coordinated by prof. Edoardo Della Torre and commissioned by Assolombarda on the perceptions of international students concerning the attractiveness of the Lombardy region in terms of professional career.

Main tasks: literature review, design and implementation of focus groups with international students, data analysis and report writing

30/04/2021 – 01/10/2022 Peja / Mitrovica, Kosovo

PROJECT MANAGER ANIBAR

Led the HumanRightivism Project funded by the Swedish International Development Cooperation Agency, ensuring all project objectives were met. Maintained consistent communication with project donors, providing regular updates and fostering positive relationships. Managed and guided a project team, optimizing performance and motivation. Oversaw and ensured the quality of all project activities, maintaining high standards of execution.

anibar.org

30/06/2020 – 01/10/2022 Peja/ Prishtina, Kosovo

EDUCATION PROGRAMME COORDINATOR ANIBAR

Managed and organized educational programs at Anibar, ensuring efficient task completion and achieving project goals. Supervised project execution and demonstrated strong financial skills by managing budgets and securing funding from donors such as the US Embassy, Ministry of Youth, Municipality of Prishtina, and Swiss Agency for Development and Cooperation. Accelerated the hiring process through effective screening and engagement with program participants. Coordinated and facilitated learning journeys with partners, including the Animation Academy Tutor and international experts.

31/05/2021 – 30/12/2021 Peja, Kosovo

ADMINISTRATIVE OFFICE WORKER NETWORK OF CULTURAL ORGANIZATIONS PEJA

Facilitated efficient execution of grant-related tasks, ensuring adherence to administrative procedures and HR standards. Managed file systems and scheduled appointments, contributing to improved company efficiency. Interacted with donors and staff, cultivating positive bonds, and upholding defined lines of contact.

30/09/2019 – 29/11/2019 Peja, Kosovo

HEAD OF WORKSHOP CENTER FOR THE RIGHTS OF MINORITIES COMMUNITIES, NGO CRMC

Designed and led workshops on youth activism and volunteering, encouraging active participation and learning. Guided participants in collaborative problem-solving exercises, promoting teamwork and communication. Ensured a secure and inclusive environment, making all participants feel respected and valued.

31/05/2019 – 29/06/2020 Peja, Kosovo

PROJECT MANAGER YMCA IN KOSOVO

Worked with communities in the Dukagjini area (Kosovo), focusing on promoting community cohesiveness and integration. Managed project visibility on social media to enhance communication with the target audience. Led the team in planning and executing training and art activities, including curriculum development, session planning, and monitoring. Maintained a strict monthly reporting schedule to donors, providing detailed updates on project status and outcomes, ensuring transparency and accountability.

Implemented the ViSC Social Competence Program in Kosovar schools to empower adolescents to recognize and intervene in bullying situations. Administered questionnaires to students and conducted data entry for the collected responses.

EDUCATION AND TRAINING

14/08/2015 – 11/04/2019 Prishtina, Kosovo
BACHELOR OF ARTS IN PSYCHOLOGY University of Prishtina "Hasan Prishtina", Faculty of Philosophy, Department of Psychology.

Address 10000, Prishtina, Kosovo | **Website** <https://filozofiku.uni-pr.edu/> | **Final grade** 8.6 |

Thesis Gender Differences in Cyberbullying and Empathy in Adolescents

09/2022 – CURRENT
MSC MANAGEMENT OF HUMAN RESOURCES University of Milan

Website <https://mhr.cdl.unimi.it/en> |

Thesis The impact of pay policies on employee attraction and retention in European manufacturing firms

LANGUAGE SKILLS

Mother tongue(s): **ALBANIAN** | **BOSNIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C1	C1	C2	C1
ITALIAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office (Word Excel PowerPoint Outlook) | Google Drive | Social Media (Facebook Instagram Twitter Tik Tok Instagram YouTube Pinterest) | -Statistical Package for the Social Sciences (IBM SPSS Editor) | E-mail use | Stata (Software for Statistics and Data Science) | Data Visualization (Canva)

Project Managing

strategy and planning | Time management | Reviewing, reporting, and research | Team leading & team work

Grant Writing

PROJECT WRITING | Fundrasing | Budgeting

CONFERENCES AND SEMINARS

03/07/2024 Milan
WOA XXV - Workshop dei Docenti e Ricercatori di Organizzazione Aziendale - In Cooperation With EGOS COLLOQUIUM - Università degli studi di Milano-Bicocca

Crossroads for Organizations: Time, Space and People
Paper presented: Career Choices and Location Decisions: An Explorative Study on International Students

Authors : Contiero, R., Saatci, B., Ramovic, Z., Lazazzara, L., Toraldo. M.L. and Della Torre, E.