

# Emanuela Shaba

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## EDUCATION:

From Oct 2017	<b>PhD in Economic Sociology and Labour Studies</b> University of Milan, Italy
2014-2016	<b>Italian Language C2 Certification</b> , Milano, Italy
2009-2011	<b>German Language C2 Certification</b> , Goethe Institut Language diploma successfully completed in June 2011, Munich, Germany
1997-1999	<b>Masters in Business Administration</b> Sawyer School of Management, Suffolk University, Boston, USA
1992-1996	<b>BA in Business Administration</b> Economic University of Tirana, Albania

## PROFESSIONAL EXPERIENCE:

Aug '05 – date	Career break due to family commitments	
May '01 – Jul '05	<u>Massachusetts General Hospital</u>	Boston, USA
	<b>Senior Financial Analyst</b>	
	Worked as a project analyst within the Management Systems Department, a department responsible for the review, analysis and evaluation of management systems and programs for all the departments of nursing care. Have provided support to the leadership of hospital to assure effective and optimum utilization of personnel, fiscal and material resources. Main responsibilities included:	
	<ul style="list-style-type: none"><li>▪ Uploading and processing large datasets</li><li>▪ Identify necessary data, data sources and methodologies. Collect, organize, integrate, analyze and interpret data</li></ul>	

- Develop statistical models & methodologies to predict, quantify, and/or forecast various business/health metrics
- Prepare the annual operating and capital equipment budgets
- Develop, prepare and submit a variety of regular and ad-hoc fiscal reports
- Prepare budgetary proposals related to special projects, including human resources requirements, and implementation of new technology
- Complete special projects, assigned by the managing director, employed methods of descriptive statistics, sample comparisons, regression analysis, trend identification and predictive modeling longitudinal analysis, and multivariate analysis
- Coordinate efforts with Information Resources, to develop detailed reporting systems

Jun '98 – May '01 Steinhauser, Inc.

Boston, USA

**Finance Analyst**

- Prepared consolidated financial statements for the head office in Germany
- Developed and delivered business presentations on the financial standing of the company for prospective investors
- Used unit cost and regression analysis to provide management with a thorough analysis of prospective business opportunities
- Prepared monthly financial statements and daily cash flow statements
- Performed daily accounting responsibilities such as: preparing daily entries (accounts payable and receivable) using QuickBooks and SAP

OTHER SKILLS:

Advanced analytical and statistical and writing skills, including:

- Multiple Regression Analysis
- Residual Analysis
- Qualitative Analysis
- Trending and Forecasting
- Modeling longitudinal analysis

FOREIGN LANGUAGES:

English – Fluent

Italian – Very Good

German –Very Good

Albanian - Native

REFERENCES:

**Chris Graf**, Director of PCS-MS, Massachusetts General Hospital email adress; cmg829@comcast.net  
**Thomas Nothelfer**, Managing Director, Steinhauser, Inc. Email adress:  
thomas@steinhausergroup.com