



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) Florentina Dushi Shehu
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E-mail(s) florentina@bdgroup-ks.com + 383 (0) 49 443 140
Nationality Bosnian and Herzegovina and Kosovar
Birthplace Sarajevo
Date of birth 12/08/1983
Gender Female

Work experience

Dates March 2011 – ongoing
Occupation or position held Lecturer
Main Activities and Responsibilities Lecturer of the courses: Introduction to Counselling, Leadership and Organizational Development
Name and address of employer Introduction to Coaching Strategies, Consumer Psychology and Marketing. BA Thesis mentoring
Type of business or sector College Dardania
University
Dates
Occupation or position held May 2011 – ongoing
Main activities and responsibilities Co-founder, co-director , senior HR consultant
Name and address of employer Overall management of the company, HR strategic consultancy,
Type of business or sector Training delivery on soft skills, performance evaluation process
Business Development Group LLC, Prishtina, Kosovo
Dates Consulting Business
Occupation or position held
Octo 2010 – Nov 2011
Main activities and responsibilities Project Manager
Name and address of employer Overall management of the project, develop training program for SME sector,
Type of business or sector Mentor start-ups, compile new projects
CEED Kosovo, USAID funded projects
Dates NGO
01/07/2010 – 31/08/2010
Occupation or position held HR Consultant
Main activities and responsibilities Develop Job Performance Evaluation, manage Assessment Center

Name and address of employer	ProCredit Bank, Ecuador
Type of business or sector	Bank
Dates	03/09/2007 – 01/07/2010
Occupation or position held	Training Coordinator
Main activities and responsibilities	Develop Training Programmes for pool of talents, Evaluate Training Programmes, Deliver Training
Name and address of employer	ProCredit Bank, Kosovo
Dates	03/10/2008 – 15/02/2009
Occupation or position held	Lecturer
Main activities and responsibilities	Deliver a Cognitive Psychology Course; facilitate practical exercises – research regarding the respective course
Name and address of employer	University of Prishtina, Prishtina
Dates	01/08/2006 - 31/07/2007
Occupation or position held	Student Tutor
Main activities and responsibilities	Organizing a certain course Literature search Invitation of the Guest Speaker
Name and address of employer	Ludwig Maximilians Universitaet, Munich Germany
Dates	07/08/2006 - 22/09/2006
Occupation or position held	Assistant
Main activities and responsibilities	Benchmarking Visit to the VW Coaching - review of the feedback process
Name and address of employer	Volkswagen AG, Braunschweig Germany
Type of business or sector	Business
Dates	01/04/2006 - 31/07/2006
Occupation or position held	Student Tutor
Main activities and responsibilities	Organizing a course syllabus Literature search
Name and address of employer	Ludwig Maximilians Universitaet, Munich Germany
Dates	01/12/2004 - 31/07/2005
Occupation or position held	Project Coordinator & Counsellor
Main activities and responsibilities	Project Coordinator: compiling job descriptions, gathering data for research, data analyses and writing research reports Psychological counselling
Name and address of employer	NGO "Labyrinth", Prishtina
Dates	01/05/2004 - 30/11/2004
Occupation or position held	Project Coordinator
Main activities and responsibilities	Project Coordinator: advocay for initializing law reforms for infection diseases Organizing trainings for youth
Name and address of employer	NGO Labyrinth, Prishtina
Name and address of employer	NGO "the Forum", Prishtina
Type of business or sector	NGO

Dates	10/01/2004 - 30/04/2004
Occupation or position held	Co-researcher
Main activities and responsibilities	Psychological Counseling Co-researcher "Drug abuse" - sample identification, gathering data, data analysis and writing research report.
Name and address of employer	NGO Labyrinth, Prishtina
Dates	01/06/2003 - 30/10/2003
Occupation or position held	Counsellor
Main activities and responsibilities	Psychological Counselling
Name and address of employer	NGO Labyrinth, Prishtina
Dates	08/01/2003 - 31/03/2003
Occupation or position held	Co-researcher
Main activities and responsibilities	Co-researcher "Child Labor" Sample identification, data analysis and writing research report
Name and address of employer	Institute of Social Policy, Prishtina
Dates	01/03/2002 - 30/08/2002
Occupation or position held	Researcher , counsellor
Main activities and responsibilities	Psychological counseling Gathering data for research
Name and address of employer	NGO Labyrinth, Prishtina

Education and training

Dates	2018 – ongoing
Title	PhD candidate
Principal subjects/occupational skills covered	Entrepreneurship and Innovativeness
Name of type of organisation providing education and training	Josip Juraj University of Osijek, Osijek, Croatia
Dates	15/10/2005 - 31/07/2007
Title of qualification awarded	Master of Arts in Psychology of Excellence in Business and Education
Principal subjects / occupational skills covered	Promoting Excellence in Groups and Organizations Human Resource Management Quality Management Identification and Programming of Giftedness and Talent research
Name and type of organisation providing education and training	Ludwig Maximilians Universitaet, Munich Germany
Dates	01/10/2001 - 15/11/2004
Title of qualification awarded	Bachelor of Arts in Psychology
Principal subjects / occupational skills covered	General Psychology
Name and type of organisation providing education and training	University of Prishtina, Prishtina
Dates	01/09/1997 - 25/05/2001

Title of qualification awarded: Gymnasium Diploma
 Principal subjects / occupational skills covered: Natural Science Gymnasium
 Name and type of organisation providing education and training: Gymnasium " Xhevdet Doda", Prishtina

Personal skills and competences

Mother tongue(s): **Albanian**

Other language(s)

Self-assessment
 European level (*)

English

German

Serbian

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
	Intermediate		Intermediate		Pre-Intermediate		Pre-intermediate		Beginner

(*) Common European Framework of Reference (CEF) level

Social skills and competences: Team work spirit

Organisational skills and competences: Punctual
 Can work under time pressure

Computer skills and competences: MS Office; SPSS; Italassi; AMOS; GPOWER; Endnote;

Certifications: Sept 2016: 360 Feedback, Center for Creative Leadership, San Diego, USA
 Jan 2010-Jun 2010: ProCredit Bank, International Academy, Fuerth, Germany
 Middle and Senior Management Training
 Major 1: Financial Modules
 Major 2: Management Modules
 Jan 2009-Oct 2009 Professional Leadership Training, Schwarz and Partner
 Jan 2009 – July 2009 ProCredit Bank Regional Academy, Veles, Macedonia
 Middle Management Training
 Major 1: Financial Management
 Major 2: Soft Skills

Membership: Co-founder of Kosovo HR Association
 Public Speaking: Tools for developing leaders within organizations, Kosovo HR Group
 Entrepreneurial Creativity, TEDxPrishtina, 2013
 Challenges of an Entrepreneur, LEAPin Prishtina, 2017
 Being an Entrepreneur, BarCamp Prishtina, 201

Driving licence: Category B