



**Europass
Curriculum Vitae**



Personal information

First name(s) / Surname(s) **Larisa Katundi**

Address(es) Lagjia 10, "Pano Xhamballo" Street, AP.9 7001, Korce, Albania

E-mail larisakatundi@gmail.com

Nationality Albanian

Date of birth 01.08.1984

Gender Female

Work experience

Dates (01/2007-09/2007)

Occupation or position held **Manager of public relation sector"**

Main activities and responsibilities Duties include: scheduling, inventory, hiring, sales, daily financial reconciliation, reporting to management, and staff training

Name and address of employer Construction Company "INA 2004", Tirana

Dates (05/2005-09/2005) (part time)

Occupation or position held **Agent of marketing**

Main activities and responsibilities Duties include: promotion, advertisement of the company's products and services

Name and address of employer "Insurance Company- Atlantik", Korce (part time), Albania.

Dates (10/2002-07/2005) (part time)

Occupation or position held **Manager in marketing and advertisement sector**

Main activities and responsibilities Duties include: **Journalist** on business promotion and public relation. Responsible for the marketing and advertisement services.

Name and address of employer Radio -TV "ABC", situated in Korca

Dates (11/2007-11/2010)

Occupation or position held **Responsible of Customer Services**

Main activities and responsibilities Representative and Responsible for the Customer services and promotion of the Bank Products.

Name and address of employer "Emporiki Bank", Tirana situated in Korca

Dates (12/2010 -12/ 2013)

Occupation or position held Responsible for the Municipality's publications and promotion at the PR Department

Main activities and responsibilities Responsible for the Municipality publications and promotional advertisements

Name and address of employer Korca Municipality, Rr. 28 Nentori, Korce, Albania

Type of business or sector Local government, Albanian Public Institution

Dates	From 12/2013 and on
Occupation or position held	Director of the public relations department
Main activities and responsibilities	<p>Director of the information front office and the publications .</p> <p>Maintain files for the local government or its activities, field inquiries from the press and public, and help organize press conferences and other events, write press releases and speeches and coordinate public relations programs.</p> <p>prepare press releases and contact people in the media who might print or broadcast their material;</p> <p>arrange and conduct programs to keep up contact between representatives and the public, make film, slide, or other visual presentations at meetings and public presentations ,prepare annual reports and write proposals for various projects,</p> <p>keep the public informed about the activities and projects of the municipality</p>
Name and address of employer	Korca Municipality, Rr. 28 Nentori, Korce, Albania
Type of business or sector	Local government, Albanian Public Institution

Education and training

Dates 2002-2006

Title of qualification awarded Under graduation/diploma in (Economics - Marketing) “*Fan Noli*” University, Korca

Courses taken in:

- **Statistics** for economics and management
- Monetary institutions and policy
- **International finance**
- International Development
- Microeconomic theory and its applications with topics in **advanced microeconomic theory**
- Macroeconomics theory and policy with topics in advanced macroeconomics
- Marketing and public relations
- Business Promotion

Level in national or international classification

4 year system University Diploma

Dates 1998 - 2002

Title of qualification awarded **High school of foreign languages** in Korca – English

Principal subjects/occupational skills covered

Albanian and English Morphology, Syntax, Phonetics, Linguistics, Lexicology, Didactics and teaching skills of English as a Second language

Trainings:

- Oher-Macedonia – “European Integration”, held by the East West Institute
- Tirana - “Student Representation and election campaign management”, held by Albanian Student Government.
- Master, Essay, usage and assessment of Internet Information held by “SIFE”

Business Skills:

- Sound knowledge of economic theory, history, practices and trends
 - Ability to precisely examine, analyze and interpret data
 - Create financial reports/statements using Ms Excel/Access or other applications
 - Analysis and evaluation of statistical data
 - Sound knowledge of Marketing and enterprise development
 - Ability and practice on business promoting through advertisement and media
- Ability and excellent promotion skills (Public Relations)

Other languages

Listening Reading Spoken

English Language

Excellent Excellent Excellent

Italian Language

Good Good Good

Greek language

Good Good Good

Social skills and competences

- Living and working with other people, in multicultural environments as Korca is a multi ethnic region,
- well-presented, motivated and able to work both independently and as a part of a team,

Computer skills and competences

- Proficient in: Software applications Ms Office Word, Excel, Access, Power Point, Windows 95/98/NT/ME/XP)
- Knowledge of: [Adobe Photoshop](#), Acrobat Reader, etc.

