**Erald Zerba**

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**Personal Details**

 Summary

* I have finished my bachelor studies in one of the top 100 Business Universities, according to "The Financial Timer" and "The Economists".
* I can speak fluently Albanian, English and Italian.
* I have very good knowledge in IT.
* I was able to finish a 4 year university Bachelor degree in 3 years.

 Skills and Achievements

Effective Communication

* Able to communicate effectively with a wide range of cultures and nationalities, as demonstrated during my studies at HULT International Business School.
* I have very good presentation skills and confidence as demonstrated by taking the "Public Speaking” class and the continuous presentation, in different languages, held in front of groups from 20 to 100 people.

Group Work

* HULT International Business School is very focused in the group work, since it is one of the most important features to succeed in life. In my university studies I have developed the ability to work in groups of different size, culture and nationalities.

Time Management

* One of my best skills is time management. This is demonstrated by the fact that I was able to finish the Bachelor degree one year in advance, by taking extra courses each term.
* Also I am able to manage the time in order to finish the entire project at the right time.

Other Skills

* I have very a very fluent English, Italian and Albanian.
* I have been studying English for the last 12 years.
* Also I have knowledge of Turkish and German.
* I also have great skills in IT, except the knowledge of Office programs, I also have knowledge in CODING and Web Design.

 Education

2002-2010

* I have studied in the private school "Turgut Ozal".
* At the end of my high school education, I had a GPA of 9.78 out of 10.
* During the time I have taken part in different Science Fairs , Nationally and Internationally, winning different prizes, one of which was the silver medal in BUSEF, Adana, Turkey in 2008.

2010-2013

* I have completed my Bachelor studies at HULT International Business School in London.
* HULT International Business School is one of the top 100 Business universities in the World.
* I finished my Bachelor of Science in Business in August 2013.
* I finished the 4 year program in 3 years with a GPA of 3.05.
* During this period I have taken part in an Action Learning Program at "Harrods".

 Work History

June 2013- June 2014

* Assistant Manager at “BELADA” Custom Agency.

 References

* Alan Hertz
* Ray Hilditch

Hult International Business School

46-47 Russell Square

London WC1B 4JP

11 June 2013

To whom it may concern:

I am writing on behalf of Erald Zerba, who is about to complete his Bachelor of Science degree in Business. I have known Erald since he came to Hult in September 2010, have acted as his academic advisor, and have taught him in three courses.

Erald is a quiet, thoughtful, studious man with a serious temperament and a wide range of academic interests. He has always been reliable in his work habits and a sensible, valuable contributor to class discussion. His English is fluent and expressive. Much academic work here at Hult is done in groups, and Erald has been the backbone of many such projects. Since this is a thoroughly cosmopolitan institution in a thoroughly cosmopolitan city, Erald is also experienced in cross-cultural communication and completely comfortable in an international environment.

I have great confidence in Erald. I am sure he will be a trustworthy, constructive, dynamic member of any organization he joins. I recommend him enthusiastically and without reservation. If I can help further, please do not hesitate to contact me.

Sincerely yours

Alan Hertz

Professor of Humanities

Head of Liberal Arts