

# JETA DOBRUNA

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## EDUCATION

**University of Prishtina, Faculty of Electrical and Computer Engineering, Master Studies** **Prishtinë, Kosovë**  
**Department of Telecommunications** 10/2014 – 12/2016

- *Relevant Coursework:* Computer Networks, Network Performance, Network Planning and Optimization, Wireless Communication

**University of Prishtina, Faculty of Electrical and Computer Engineering** **Prishtinë, Kosovë**  
**Department of Telecommunications** 10/2010 – 11/2013

- *Relevant Coursework:* Telecommunications, Electric Circuits, Signals and Systems, Programming language, The Digital Signal Processing
- For two years I was awarded with scholarship from University of Prishtina as one of the top students of generation.

## WORK EXPERIENCE

**Part time position at University of Prishtina** **Prishtinë, Kosovë**  
**Assistant Professor** 10/2017 - Present

- Give lessons of Fundamentals of Electronics and UWB communications to undergraduate and graduate students
- Lead and monitor students in experimental projects
- Monitor students' academic performance

**Full time position in PECB Group Inc.** **Prishtinë, Kosovë**  
**Junior Course Development Manager** 09/2017 - Present

- Develop training content on various subjects; based on ISO standards, and others as assigned.
- Design, develop, index, and maintain training content documentation using the documentation management system.
- Monitor end user feedback and systems development efforts to facilitate continuing improvement of documentation.
- Manage training development projects including timelines, development of costs, development of content, audio and video recording, digitizing media, writing user interface, developing assessments and creating animation.
- Create articles, case studies, whitepapers, webinars and other promotional materials related to above mentioned training courses and standards.
- Conduct training material peer reviews.

**Full time position in technical middle school "Nexhmedin Nixha"** **Gjakovë, Kosovë**  
**Professor of Information Technology** 01/2017 – 06/2017

- Teach students of 11th grade
- Encourage students with experimental exercises during lessons
- Evaluate each student based on their performance

**Internship at IPKO Telecommunications** **Prishtinë, Kosovë**  
**Performance Analyst Intern** 06/2016 – 09/2016

- Network performance Analysis
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports

**Internship at Mont Commerce** **Gjakovë, Kosovë**  
**Project Assistant** 08/2014 – 11/2014

- Electrical installation
- Electrical maintenance
- Managed electrical installation projects

**Internship in Post and Telecommunication of Kosovo (PTK)  
Engineering Assistant in the Technical Support Sector**

**Gjakovë, Kosovë**  
06/2013 – 08/2013

- Repaired and maintained broadband, mobile and landline telephone networks
- Established the Internet Protocol Television (IPTV) user in Digital Subscriber Line Access Multiplexer (DSLAM)
- Established the Asymmetric Digital Subscriber Line (ADSL) user in Digital Subscriber Line Access Multiplexer
- Established endpoints using the litespans
- Conducted testing of fixed-line networks

**TRAININGS**

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**Women in Online Work (WOW)**

**Gjakovë, Kosovë**  
02/2016 – 07/2016

- Creating web designs and coding (HTML, CSS, PHP, Bootstrap, and JavaScript)
- Modifying websites from layout to function according to the client's specifications and expectations
- Create visually appealing web sites that feature user-friendly designs and clear navigations

**OTHER**

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**Computer Skills** Microsoft Office, WordPress, JavaScript, HTML, CSS, C++, Python, Google Products

**Languages** Albanian (native), English (fluent)