

**Blinera Shurreci**

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◆ **Education**

- **Bachelor of Social Science** - *July 2011*  
Manchester Metropolitan University – *Manchester, United Kingdom*
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◆ **Work Experience**

◆ *August 2013 – Present*: **Texas A&M University Commerce**, Commerce, TX  
Adjunct Instructor in the ELI Department

- Teaching English; Reading and Writing and Communications for beginner levels.
- Organizing and presenting instructional material at scheduled times and places in accordance to College descriptions.
- Teaching the prepared materials from the established syllabus and textbooks
- Recording student progress through the maintenance of student attendance and grade distributions.
- Maintaining discipline and order during instructional activities and providing extra attention to students seeking curricular help.
- Communicating through appropriate channels and participating in special staff development activities.
- Managing time effectively in class and in lesson preparations.

◆ *August 2012 – August 2013*: **Richardson West Junior High School**, Richardson, TX  
Paraprofessional in the Special Education Developmental Program

- Assisted in the educational and social development of students with special needs.
- Supervised students, monitored student progress, and provided support for individual students inside and outside the classroom.
- Collaborated with other professionals, including; the classroom teacher, the speech therapist, social worker, occupational therapist, and physical therapist.
- Assisted the classroom teacher with maintaining student records and facilitate the development of social skills through various classroom activities, such as reading aloud to the students, teaching students about math and money and using computers.
- Attended regular staff development workshops.
- Experienced with audio-visual aids and other equipment to supplement learning.

◆ June 2006-December 2011: **D. A. Languages Ltd**, Manchester, United Kingdom  
Language Interpreter

- Responsible for translating clearly and fluently between Albanian and English.
- Supported the company by building clientele relationships and maintaining a solid reputation as a skilled interpreter.
- Demonstrated professionalism, a strong work ethic and excellent communication skills.
- Had excellent interpersonal relationships with colleagues and have the ability to organize appointments and manage time effectively.

◆ June 2011-December 2011: **Buzeqeshja Elementary School**, Prishtina, Kosovo  
Teacher Assistant

- Prepared and organized lesson plans in collaboration with the classroom teachers.
  - Observed student performance and outlined necessary steps to help children develop socially, cognitively, and academically.
  - Tutored students and supervised them in the classroom and during recess.
  - Taught basic topics such as the alphabet, numbers, singing and sports and read aloud to the children during naptime.
  - Organized and supervised games and field trips, followed health and safety regulations, maintained student records, and participated in teacher-parent meetings.
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### ◆ Language Skills

- *Fluent in English and Albanian*
  - *Moderate in German and Spanish*
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### ◆ Volunteer Work

- Children in Need Organization: Assisted in organizing and fundraising for local charity events
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### ◆ Additional Skills and Training

- Expert in Microsoft word, PowerPoint, Outlook, Excel and Publisher
- Moderate in SPSS, Photoshop, AutoCAD, and Quickbooks
- Trained in First Aid and CPR

- Proven ability to complete comprehensive group work in an online environment via Hubs
- Proven ability to identify problems and find solutions within various aspects of society
- Proven ability to multi-task in demanding work environment
- Excellent cross-cultural communication skills
- Ability to scrutinize and assess statistics and other quantitative research
- Ability to apply sociological theory and understand the ethical implications, and assess the merits of competing theories
- Excellent at case planning, research and management of complex information