


PERSONAL INFORMATION

Albina Mucha

 St. Koce Metalec 2/18, 1000 Skopje (former Yugoslav Republic of Macedonia)

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 albina.muca@unt.edu.mk

Sex Female | Date of birth 26/07/1992 | Nationality Albanian

POSITION

Teaching assistant

WORK EXPERIENCE

01/02/2015–30/05/2015

Industrial engineering consultant

Rade Konchar TEP, Skopje (former Yugoslav Republic of Macedonia)

- Using MTM (Methods-time measurement) system to determinate standard time of workers in assembling parts
- Evaluating and recording the work of the employees in the manufacturing plant
- Eliminating unnecessary steps in production process and decreasing standard time
- Reducing waste and improving quality using methodological approach and statistical tools
- Creating weekly presentations in Microsoft Power Point and Prezi
- Creating databases in Microsoft Access for the production system

01/06/2015–31/12/2015

Sales manager

Rade Konchar TEP, Skopje (former Yugoslav Republic of Macedonia)

- Market research of the region including the market of Macedonia, Albania, Kosovo, Montenegro and Serbia.
- Making offers for clients, introducing them to clients and negotiating with them about improving the conditions for them
- Taking orders from clients and putting the orders in the production system through creation of work orders and following up with the order until they are ready for shipment
- Following tenders and creating documentation for participating in them
- Contacting existing clients as well as potential clients for establishing and nourishing contacts for business collaborations
- Constructing technical specifications and drawings for projects

01/04/2016–Present

High school teacher

"8th September" High School

- Teaching technical drawings
- Teaching thermodynamic
- Teaching computer modeling
- Teaching production planning

EDUCATION AND TRAINING

15/09/2010–20/06/2014

BSc in Mechanical Engineering

Faculty of Mechanical Engineering- St. Cyril and Methodius, Skopje (former Yugoslav Republic of Macedonia)

15/01/2015–20/05/2017

Master of science in industrial engineering

Faculty of Mechanical Engineering - St. Cyril and Methodius University, Skopje (former Yugoslav Republic of Macedonia)

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Macedonian	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1
TOEFL Certificate					
Spanish	B1	A2	B1	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent written and verbal communication skills
- Great presentation and negotiation skills gained through my experience as sales manager
- Empathetic listener and persuasive speaker developed through my teaching career

Organisational / managerial skills

- Able to handle challenges, with proven history of increased productivity during my job as an industrial engineer
- Able to prioritize and operate proactively
- Self-starter; can be depended on to complete a task under minimal supervision

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)
- great command of Pantheon ERP acquired during internship at Datalab
- great command of Tecnomatix Plant Simulation developed during master thesis

Driving licence B

ADDITIONAL INFORMATION

Publications
Conferences
Seminars

- Albina Mucha, Bojan Jovanoski, Robert Minovski, Valentina Gechevska: "Simulation module for production planning and control", Volume 2, No.2, 2017.
 - International scientific conference – High technologies. Bussiness. Society (March,2017; Bulgaria)
- Example of project:
- Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).