

ERALD KODRA

ESSEC BBA STUDENT | INTERNSHIP • APPRENTICESHIP

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Second-year Global BBA student at ESSEC Business School (Top 17%), with hands-on experience in project management, regulatory compliance, and quantitative data analysis at BNP Paribas and ERAFILM. Highly proficient in advanced Microsoft Excel, business reporting, and operational coordination. Actively seeking a **3-month internship between May and the end of August** and an **18- to 24-month apprenticeship starting in September 2027** in project management, business data analytics, internal control, operations, or HR.

EDUCATION

ESSEC Business School – *Bachelor in Business Administration (Global BBA, Anglophone Track)*

Cergy, France | 2025 – 2029

- **Academic Standing & Selection:** Ranked 140th out of 837 students (Top 17% of cohort). Selected for the highly competitive intercampus academic exchange at ESSEC Asia-Pacific (Singapore).
- **Core Coursework:** Microeconomics, Macroeconomics, Financial Accounting, Applied Statistics, Business Mathematics, Marketing, International Management.

Lycée Saint-Laurent La Paix Notre-Dame – *French Baccalaureate (High Honors)*

Lagny-sur-Marne, France | 2022 – 2025

- **Specializations:** Mathematics, Computer Science & Digital Sciences (NSI) – Focus on algorithmic design, logic, and structured problem-solving.

PROFESSIONAL EXPERIENCE

BNP Paribas – *Summer Administrative Assistant – HR Operations (RHG GAP)*

Pantin, France | Jul. 2026 – Aug. 2026

- **Operational Coordination:** Supervised and coordinated the daily workflow of 3 administrative assistants reassigned to the team to accelerate the execution of the GDPR 2024 compliance project: daily priority planning, balanced task distribution, and output tracking.
- **Project Management & GDPR Compliance:** Led the finalization of the GDPR 2024 compliance milestone through systematic digital archiving and secure data migration of employee records from SharePoint to GEDRH, adhering strictly to internal data retention policies.
- **Confidential HR Records Management:** Processed and managed sensitive employee records and offboarding formal procedures across Daily RH, ALIS, SharePoint, and GEDRH in strict compliance with data privacy regulations.
- **Document Flow & Logistics Control:** Supervised incoming and outgoing team administrative mail flows, ensuring end-to-end traceability, thorough document auditability, and transmission of contractual records.
- **Operational Dashboarding:** Designed tracking models and automated schedules in Microsoft Excel to structure team activity, monitor delivery milestones, and optimize daily operational efficiency.

ERAFILM Production – *Junior Data Analyst Intern*

Tirana, Albania | Jun. 2025 – Jul. 2025

- **Data Extraction & Structuring:** Extracted, cleaned, and structured production databases using Microsoft Excel to enhance operational monitoring, optimize resource allocation, and evaluate project profitability.
- **Executive Dashboards & Reporting:** Built dynamic decision-making dashboards (Pivot Tables, advanced lookup formulas) and designed key performance indicators (KPIs) for executive decision-makers.

BNP Paribas – *Observation Intern – Compliance Department*

Paris, France | Feb. 2021

- **Banking Regulatory Immersion:** Acquired in-depth exposure to international banking regulations, Anti-Money Laundering and Counter-Terrorism Financing (AML/CFT) frameworks, and internal control procedures within a Tier-1 banking group.

LEADERSHIP & COMMUNITY INVOLVEMENT

Job in Albania – *Head of Project (Volunteer Initiative)*

Paris, France | 2026 – Present

- Lead a non-profit initiative dedicated to connecting and guiding young professionals toward international employment opportunities.
- Manage content curation, editorial strategy, and active engagement for an online professional community exceeding 45,000 followers across social platforms (LinkedIn, Meta).

Sport dans la Ville (Young Talents Program) – *English Conversation Mentor*

Paris, France | 2026 – Present

- Facilitate weekly English conversation workshops to develop fluency, boost self-confidence, and foster career readiness for high-potential youth.

Secours Populaire Français – *Volunteer (Solidarity Placement)*

Bussy-Saint-Georges, France | May 2026

- Assisted with operational logistics, warehouse inventory management, and emergency food parcel distribution to vulnerable beneficiaries.

SKILLS, TOOLS & LANGUAGES

Core Competencies: Project Management, GDPR Compliance, Data Analysis, Executive Reporting & Modeling, HR Records Administration, Internal Control, Operational Logistics & Workflow Optimization.

Technical Tools & Software: Microsoft Excel (XLOOKUP, Pivot Tables, Data Modeling), SharePoint, GEDRH, Daily RH, ALIS, PowerPoint, Word, HTML/CSS, Canva, Photoshop.

Soft Skills: Analytical Rigor, Team Coordination, Priority & Time Management, Professional Discretion, Organizational Agility, Interpersonal Communication.

Languages: French (Native), Albanian (Native), English (Fluent / Cambridge C1 Advanced Certified), Spanish (Intermediate / B1-B2), Italian (Basic / A1).

Certifications: Cambridge English C1 Advanced, First Aid Certification (PSC2).