Curriculum Vitae

Dr. Etleva Lala

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**Date of Birth:** 28.09.1974

**Place of Birth:** Albania

**Mother Tongue:** Albanian

**Occupation**

1.10.1997 – present English-Albanian-English Freelance translator and interpreter

4.10.2008 – 12.12. 2013 English-Albanian-English Freelance translator and interpreter Hungarolingua, Budapest, <http://www.hungarolingua.hu/>

Simultaneous Interpretation at European Union conferences mainly organized in Hungary and in Belgium.

21.07.2009 – present English-Albanian-English Freelance translator and interpreter Center for Albanian Studies Kft., Budapest

15.01.2011 – 30.03.2013 English-Albanian-English Freelance editor and proofreader Central European University Press, Budapest

**Education**

1.09.1999 – 26.11.2008 PhD at Central European University, Department of Medieval Studies, Budapest, Hungary

1.09.1998 – 30.06.1999 MA at Central European University, Department of Medieval Studies, Budapest, Hungary

1.09.1994 – 20.06.1997 BA at University of Elbasan, Department of Foreign Languages, German section.

**Languages according to Europass system:**

| **Other language(s)** | **UNDERSTANDING** | | **SPEAKING** | | **WRITING** |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Listening** | **Reading** | **Spoken interaction** | **Spoken production** |  |  |
| English | |  |  |  |  |  | | --- | --- | --- | --- | --- | | C2 | C2 | C2 | C2 | C2 | | | | | |  |
| German | |  |  |  |  |  | | --- | --- | --- | --- | --- | | C2 | C2 | C2 | C2 | C2 | | | | | |  |
| Italian | |  |  |  |  |  | | --- | --- | --- | --- | --- | | C2 | C2 | C2 | C2 | B2 | | | | | |  |
| Latin | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Listening - Select from list* | C2 | *Spoken interaction - Select from list* | *Spoken production - Select from list* | C2 | | | | | |  |
| French | |  |  |  |  |  | | --- | --- | --- | --- | --- | | B2 | C2 | B2 | B2 | B2 | | | | | |  |
| Hungarian | |  |  |  |  |  | | --- | --- | --- | --- | --- | | B1 | B1 | B1 | A2 | A2 | | | | | |  |

**Skills:** Perfect IT skills: Office Windows, Internet search engines etc.

Perfect communication skills, ability to work both in a team and autonomously, supervision skills.

Good organizational skills, especially within classroom, but also in group work and projects outside. Experience in administrative tasks both professionally and academically. Good task prioritizing and time management skills. Attention to details and ability to meet deadlines. Capable to work in different projects and tasks at the same time.