**CURRICULUM VITAE**

Greta Ndregjoni

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Albania

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Education

Higher Education

University of Tirana, Faculty of Foreign Languages 2012- 2015

English Department, Translation-Interpretation

Avarage grade: 9.3

Secondary School

“Shote Galica” Secondary School 2009-2012

Avarage grade: 9.3

Abilities

Computer skills: Good usage of Microsoft Office

Good usage of online applications

Languages: Albanian( mother tongue)

English ( Proficient)

French ( beginner)

Spanish( basic oral skills)

Social skills: Good team work

Ability to adapt in different environments and with different cultures

Good analytic skills

Good communication skills

Experience

I’ve been a volunteer at TAMAM Albania Organisation, for a year now. I teach English to the children that go there.

I have been a sales assistant for 5 years now, only during the summer.

I am currently working as a movie translator from English to Albanian.