1. **FAMILY NAME: GEGA**
2. **FIRST NAMES: MIMOZA**
3. **DATE OF BIRTH:** 23.03.1980
4. **CONTACT:** +355 69 70 97401

80mimoza@gmail.com

1. **EDUCATION:**

Nov 2006 – Oct 2007 **MA Degree**-European Regional Master’s Programme in Democracy and Human Rights in Southeast Europe (ERMA)**,** University of Bologna Italy

Publication Oct 2007: Participation of women in decision-making for better democracy: Role of Women in Politics in Kosovo, University of Sarajevo, [www.cps.edu.ba](http://www.cps.edu.ba)

Oct 1998 – Jul 2002 **BA Degree** in Social Science, Major in Social Work, University of Tirana, Albania

1. **LANGUAGE SKILLS:**
* Albanian Native Language
* English Full Professional Proficiency
* Italian Advanced written and spoken
1. **KEY QUALIFICATIONS (RELEVANT TO THE PROJECT):**

Specialized in project and corporate management in infrastructure and construction projects, in aviation operations sector, food industry and environmental development sectors through EU governmental and private projects.

Supervisory and leadership skills gained during the course of business experiences and additional professional education courses, implemented in practice throughout several projects.

Skilful in working in proactive way and independently in multicultural environment with different nationalities and religions, as well as conflicting parties to succeed the best professional solution to project problems.

Strong research, analytical and multidisciplinary skills, in projects with multi-operational hierarchy levels and activities*.* Expertise on human rights, democracy and gender awareness related matters. Public Relation and social responsibility awareness proficiency, in transport and construction industry projects.

1. **PROFESSIONALEXPERIENCE:**

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| **Ref. 1** | **Date** | February 2019 – Present | **Location** | Tirana, Albania |
| **Company** | Tirana International Airport | **Position** | Contracts Manager and PA to COO |
| **Reference**:  | Volker Wendefeuer Chief Operations Officer, vwendefeuer@tirana-airport.com Fllohe Vojka, Department Director, fvojka@tirana-airport.com  |
| **Project (if appropriate)**: Chief Operations Officer,  Asset Management and Environmental Department (AMED), *Project cost: Ongoing Concession Agreement*  |
| * As PA to COO overseeing the coordination daily work performance and follow-up of Operations activities
* Managing and follow up of Contracts Compliance of the AMED Department
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| **Ref. 2** | **Date** | June 2016 – December 2018 | **Location** | Podujevo, Prishtina, Kosovo  |
| **Company** | Jaha Company Sh.p.k | **Position** | Project Manager  |
| **Reference**:  | Fadil Hoxha, Chairman of the Board, fhoxha@jahagroup.eu +383 49 771 366 |
| **Project (if appropriate)**: Podujeva Food Processing Factory at Jaha Foods. *Project cost: € 6.5M* |
| * Managing overall project operations at Food Processing Factory.
* Planning, Programing and managing the implementation of all production project processes throughout entire chain.
* In charge of project execution plans in compliance with the company corporate visions.
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| **Ref. 3** | **Date** | July 2010 – May 2016 | **Location** | Prizren, Prishtina, Ferizaj, Kosovo  |
| **Company** | Bechtel ENKA – GP  | **Position** | Contract Management Officer |
| **Reference**:  | Ewa Marziano, Prime Contract Manager, ewa@marziano.com or EMarziano@bechtel.comChris Jennions, Project Director, Bechtel Enka GP, cajennio@bechtel.com +386 49 777 119Andrew Patterson, Prime Contract Manager, Bechtel Ltd, ajpatter@bechtel.com +447825121498Entela Ruci, Business Development Representative, Bechtel Ltd, eruci@bechtel.com +386 49 294731 |
| **Project (if appropriate)**: **Route 7** Morine-Merdare Motorway Project funded from Kosovo State Budget. *Project cost: € 824.22M* **Route 6** Prishtine – Hani i Elezit Project funded from Kosovo State Budget, *Project cost: € 599 M* (*on-going project*) |
| * Developing contractual documents related to claims, variations, contract notices and extension of time, commercial and legal issues as necessary in response to Client and Supervisor with regard to construction management project activities.
* Managing and monitoring the official correspondences to ensure efficient response as per contract requirements.
* Coordination and follow-up of project permits process to ensure compliance with project administration requirements
* Preparation of project procedures and follow up of contractual close-outs and legal/commercial matters
* Prepare monthly project report for project management and other external parties i.e. client relevant ministries.
* Administration of department archive documentation as per project DCC procedures
* Supporting Public Relation (PR) on media requirement and daily reporting. Supporting Community Relation (CR) Departments related to contractual issues (community complains and expropriation process). Compiling daily report related to media information on project development for PR.
* Preparation of Field Service Requests and follow up with subcontract and finance departments
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| **Ref. 4** | **Date** | November 2007 – June 2010 | **Location** | Mirdita, Kukes, Albania |
| **Company** | Bechtel Enka Joint-Venture | **Position** | Permits Coordinator  |
| **Reference**:  | Darren Mort, Project Director, Bechtel Ltd, dmort@bechtel.com and +447825054083 |
| **Project (if appropriate)**: Rreshen-Kalimash Motorway Project funded from Albanian State Budget. *Project cost: € 820.00M* |
| * Managing overall project permit applications and processes from the start to the final close up in compliance with project requirements. This include developing and compiling the required documentation, submitting and follow-up permit requests to local and state authorities i.e. ministries/agencies, tracking the completion and coordinating requirements throughout the organization (permits for construction site facilities, waste areas, land confirmation and consents etc)
* Supporting Project Director and Prime Contract Manager in the coordination and close out of contractual and legal correspondence, including the development correspondence, presentation materials as necessary.
* Developed the draft monthly project report and managing filing system and hand over systems for the project management department.
* Managed the electronic/manual correspondence logs, ensuring distribution, monitoring and tracking for efficient response as per project procedures and rules. Administration of department archive documentation as per project DCC procedures
* Preparation of documents for internal commercial approval and follow-up of finance issues when required.
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| **Ref. 5** | **Date** | June – September 2007 | **Location** | Prishtina, Kosovo |
| **Company** | Human Rights Centre University of Prishtina | **Position** | Researcher Intern |
| **Reference**:  | Qerkin Berisha Programme Manager, hrc@uni-pr.edu / q\_berisha@yahoo.com ,+ (383) 38 243 487/ +383 (0) 44 103 729 |
| **Project (if appropriate)**: |
| * Research in the field of International Law and human right, political issues and women participation in Kosovo.
* Part of research team for MIRICO Project (Minority and Human Right in the Life Cycle of Ethnic Conflicts)
* Post-conflict Settlement and Minority Protection research issues and concerns.
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| **Ref. 6** | **Date** | September 2004 – November 2006 | **Location** | Tirana, Albania |
| **Company** | Louis Berger S.A.S  | **Position** | Programme Administrator |
| **Reference**:  | Robert Butler, Project Team Leader, rcbpothole@aol.com and +355 69 2060281 |
| **Project (if appropriate)**: Technical Assistance Project to the Ministry of Public Works, Transport and Telecommunications” funded by European Community (CARDS 2004 Programme). *Project cost: € 1.00M* |
| * + - * Coordinator of policy making unit with regard to the assessment of social impact of road infrastructure at the community. This included field works coordination, preparation, assessment and analyses of the questioners and overall activities;
			* Project administration and liaison with team members, MOTT staff, ECD and other donors and transport stakeholders;
			* Preparation and coordination of the workshops and seminars, preparation of presentation materials and documents of the relevant project events; facilitation of meetings between team members and the various institution or companies working both within Ministry and outside.
* Responsibility on confidential company and contractual matters, documentation and letters;
* Responsibility for all Berger accounts and Banking business, payment of salaries, invoices and periodic accounts
* In charge of distribution of secretarial duties to junior staff, support and logistics
* Managing filing systems, correspondence, presentation material, seminars and workshops and translation activities
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| **Ref. 7** | **Date** | January – September 2004 | **Location** | Tirana, Albania  |
| **Company** | Louis Berger S.A.S | **Position** | Project Administrator/Accountant |
| **Reference**:  | Ossi Rahkonnen, Project Team Leader, Independent Freelance Consultant, ossir98425@aol.comossir98425@aol.com |
| **Project (if appropriate)**: ‘Albanian National Transport Plan Project’ funded by the European Commission. (CARDS 2002)  |
| * Administrative and operational support to a multi discipline team of highway specialists, railway, sea and air transport specialists, and environmentalists;
* Compiling and maintaining overall project account from daily account to financial monthly reporting
* Managing translation of legal documents and Laws and providing interpretation at meetings and liaison for meetings and site visits of the international team members;
* Preparation of project presentation component for the client and other project stakeholders; Managing distribution of general secretarial duties and operational support staff activities;
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| **Ref. 8** | **Date** | September 2004 – November 2006 | **Location** | Tirana, Albania  |
| **Company** | Louis Berger S.A.S & JacobGIBB Joint Venture | **Position** | Assistant Trainer and Accountant (Part Time) |
| **Reference**:  | Lynda Thorn, Team Leader, BA Hons, Dip.TP, MRTPI. lyndathorn@aol.com +44 179 57556618 |
| **Project (if appropriate)**: ‘Project of Environmental Legislation and Planning for Albania’ funded from European Commission. (CARDS Programme 2002). *Project cost: € 2.50M* |
| * Assisting “Child to Child’ training in Korca and Lezha districts with regard to environmental awareness from children’s to the other generations;
* Finalizing financial monthly, six monthly and annual reports based on day to day operations and accounts.
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| **Ref. 9** | **Date** | January 2005 – August 2005;  | **Location** | Tirana, Albania |
| **Company** | ISOP (Institute of Public Opinion Studies) | **Position** | Interviewer; Administrative Manager (Part Time) |
| **Reference**:  | Nereida Caka, Project Coordinator, ISOP; nereidacaka@gmail.com +1(347)515-8318 |
| **Project (if appropriate)**: ‘Public Perception about Health Care Reform sector in Albania’ funded from World Bank ‘2005 ALBANIAN BEHAVIORAL AND BIOLOGICAL SURVEILLANCE ABOUT HIV/AIDS’, project funded from USAID |
| * As Administrative Manager for the study ‘2005 ALBANIAN BEHAVIORAL AND BIOLOGICAL SURVEILLANCE ABOUT HIV/AIDS’ with the team of Roma population. The project aimed to study the surveillance and the level of HIV/AIDS and Sexual Transmitted Diseases with some venerable groups such as Roma populations, homosexuals, and people infected from the HIV/AIDS and STD and with the general population in Tirana. Responsibilities included administration of the field team for Roma population in Kashar area part of Tirana District.
* As Interviewer for the Study of ‘Public Perception about Health Care Reform sector in Albania’. Opinion of the Albanian’s citizens regarding the reform initiated from the World Bank in health sector started in April 2004. Part of a field team interviewers in Durres, Kruja, Lezha and Shkodra districts (urban and rural areas);
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| **Ref. 10** | **Date** | September 2003 – January 2004 | **Location** | Tirana, Albania  |
| **Company** | **Mission Possible Albania** | **Position** | Office Administrator |
| **Reference**:  | Besa Shapllo, Country Director, info@mp.org |
| **Project (if appropriate):** NGO focused on education and humanitarian works |
| * Responsible for the administration and distribution of administrative works. Coordination of the works for the distribution of the children’s magazine “Miracle” produced, as well as being in charge of financial inventories and accounts.
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| **Ref. 11** | **Date** | September 2002 – July 2003 | **Location** | Lezha, Kukes, Albania  |
| **Company** | **Louis Berger Group** | **Position** | Office Administrator  |
| **Reference**:  | Armando Pezzoni, Country Manager, Louis Berger Group, apezzoni@louisberger.com +40-21-3145200/3145292 |
| **Project (if appropriate)**: Emergency Road Repair Project-ERRP (repair of North East Albania Corridor) Road Maintenance Project-RMP (Rehabilitation of 3 main roads in Tirana). Projects funded from the World Bank.*Projects cost: ERRP is € 14.4M and RMP is € 20.85M*  |
| * Responsible for the collation and collection of contract documents, reports and other official information and also maintenance of administrative procedures and systems;
* Responsible to maintain and to expand as much as possible all project components.
* Acting as interpreter both on site during official Site Inspections of contract execution works by sub-contractors;
* Managing translation of correspondences, letters and other documents, from English to Albanian and vice versa.
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| **Ref. 12** | **Date** | January 2003 – June 2004 | **Location** | Tirana Albania  |
| **Company** | Gender Alliance for Development Center | **Position** | Volunteer  |
| **Reference**:  | Eglantina Gjermeni, Executive Director, tina@gadc-al.org +355 4 255515 |
| **Project (if appropriate)**: Funded by the Netherland Government and different donors |
| * Assisting the project Coordinator for the “Press Monitor” Project;
* Compiling daily information of written media related to gender issues.
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1. **OTHER RELEVANT INFORMATION**
* March – July 2019 Free Lance Licensing for “**Tour Operator** ” organized by Ministry of Tourism and Environment, Albania
* February – March 2019 Certificate in “**Tourism Management**” organized by Elita Academy, Albania
* January 2019 Training Certificate in “**Project Management Diploma**” organized by Alison Online Learning Platform, Ireland
* 10 June 2016 – 1 March 2017 Certificate on “**Women in Business Programme 2016**” organized by RTC Consulting, World Bank, and PPSE. Ohrid Macedonia
* 22 – 23 April 2016 Training Certificate for “**Claims Management and Resolution of Disputes FIDIC Contracts**” organized by Oriented Search. Tirana Albania
* 16 October 2015 Training Certificate for “**CTR235 Claims Recognition, Analysis and Resolution**” organized by Bechtel International, London UK
* 12 – 15 Oct 2015 Training Certificate on “**Advanced Prime Contract Management, Contract/Subcontract Formation, Contract/Subcontract Management,**” organized by Bechtel International, London UK
* 3 – 4 October 2015 Training Certificate for “**Practical Use of the FIDIC Conditions of Contracts**” organized by Oriented Search. Albania
* 16 – 17 May 2013 Training Certificate for “**Tier I – Project Management”** organized by Bechtel International and Kosovo Ministry of Infrastructure. Prishtina Kosovo
* 4 – 6 June 2012 Training Certificate for “**Internal Auditor ISO9001: 2008”** organized from Mova Company. Kosovo.
* December 2011 – April 2012, Training Certificate for “**NEBOSH**” Construction Health and safety practical application organized by RRC Training UK. Kosovo.
* 10-14 March 2010, participant at “**Six Sigma Training SSB105** ” organized by Bechtel Enka-GP. Venue Kosovo
* Apr 9 – 10, 2008 participant of “**Claims & Commercial Awareness Training**” organized by Bechtel Enka JV. Albania
* August 19 – 26, 2007 Certificate at the Second International Youth Event on **“EYouWins, Europe Without Borders”**, organized by University of Novi Sad Jointly with Creative Educational Center. Novi Sad, Serbia.
* May 26 – June 2, 2007, Certificate on **“War Crimes Genocide and Memories”** course organized by Inter University Center Dubrovnik, Croatia.
* August 23 – 2 September 2006 Certificate at the fifth Summer University of “**Democracy and Participation**” organized by CEI and Council of Europe. Vlora, Albania
* June 4 – 18, 2006 Certificate at the sixth Summer School of “**Human Rights for Future Decision Makers**” organized by the Balkan Human Rights Network. Dubrovnik, Croatia
* April 28 – 30, 2004 Certificate at the training of “**Legal Framework of Project Cycle**” organized by Women Center. Tirana, Albania
* June 17-19, 2003 Certificate at the training of “**Women in Leadership**” organized by UNDP. Tirana, Albania
* June 2-6, 2003 Certificate at the training of “**Children development and mental health disability**” organized by Focus Center – Help for Children’s Association. Tirana, Albania

Experienced Driving, B License Category