Vjosa Kalaveshi Shala

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**Summary:**

A specialized translator distinguished for the ability to manage complex and highly demanding tasks. Self disciplined, organized and detail oriented. Excellent language skills with a perfect command of Albanian (mother tongue) and English. Advanced translation skills, involving style and register. Advanced skills in working with SDL Trados 2015.

**Working experience**

**Freelance translator English-Albanian-English 05/2016 - present**

**Trankos CONSULTING**

**Translator/Interpreter-English-Albanian-English 02/2015 – 05/2016**

Provision of translation, review, revision, proofreading services and finalization of translated documents using SDL Trados Studio 2015 (translation software). Part of the job was development of Term bases and Translation Memories. The documents were of different settings, including economy, banking, media, education, medicine, etc.

Provision of interpreting services (consecutive and simultaneous) in conferences, workshops, meetings, etc.

**KAF Institute**

**Translation English-Albanian-English 10/2013 – 06/2016**

Translation of accounting related materials, using translation memory software SDL Trados, proofreading and editing final translated version, providing a grammatically correct, well expressed final version of the translated text as a word processed document.

**CEO Shpk 10/2013-05/2014**

**Project Coordinator/Assistant – HFP project**

Local professional staff support to U.S. Department of the Treasury Advisor. Assignments included: conducting research, representing the Advisor, drafting memos and letters, translating and interpreting letters, memos and articles from Albanian to English and vice-versa, clerical/secretarial work, word processing, filling, answering the phone, keeping the Advisor’s schedule and any additional requests received from the Advisor.

**Procredit Bank Prishtina 12/2002 – 10/2013**

**Senior Banking Service Officer/ Trainer for Banking Service Officer**

Verifying transactions processed by banking service officers and execute them, checking of and / or approving documents relating to bank operations, assist the team in overseeing the daily operations of the sub branch and contribute towards meeting bank’s objectives, ensure the efficiency, accuracy, etc. and processing standards are achieved, ensure awareness and full compliance of policies and procedures, code of conduct impose by PCB, contribute to the development of newly appointed staff by guiding, coaching, motivating, supporting and assisting them.

Tracking staff performance and developing solutions to address training issues, participating in meetings to assess opportunities for future training needs, participating as a team member to design, develop and implement training programs for new products, ensuring the training materials were accurate and in accordance with regulatory standards, maintaining flexibility to meet participants training schedule requirements and timeframes, consistent professional feedback and coaching to newly appointed staff (Young bankers program).

**Education:**

2016 - presentMaster Degree, Faculty of Philology, English Language and Literature,

University of Prishtina

2010 – 2016 Bachelor Degree, Faculty of Philology, English Language and Literature,

University of Prishtina

1999 – 2006 Bachelor Degree, Faculty of Economics, Banking and Finance

University of Prishtina

**Languages:**

Albanian – Mother tongue

English – proficient in reading, speaking and writing

Serbian – basic level

French – basic level

**Professional membership:**

Chartered Institute of Linguists

IoLET Affiliate

**Volunteering Experience:**

Rosetta Foundation

04/2016 – present Volunteer translator and/or reviewer/proofreader for English-Albanian.

**Additional trainings:**

**Society of Certified Accountants and Auditors of Kosovo SCAAK:**

Qualification: Accounting technician