

Curriculum Vitae

Personal Information

First name(s) / Surname(s): Anxhela STARJA

Date of birth: 05 November 1980

Nationality: Albanian

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Mob. +355692258474

Education

Institution 1: University of Tirana, Faculty of Foreign Languages

- Degree(s) or Diploma(s) obtained, date: **Master of Sciences, July 2007**

Institution 2: University of Tirana, Faculty of Foreign Languages, English Literature and Linguistics

- Degree(s) or Diploma(s) obtained, date: **BA Diploma in English Language and Literature, July 2003**

Language Skills

Mother tongue: Albanian

Foreign languages: indicated competence on a scale of 1 to 5 (1-basic; 2-fair; 3-good; 4-very good; 5-excellent (according to the European Framework of Languages)

Language	Reading	Speaking	Writing
English	5	5	5
Italian	3	3	3
French	3	3	2

Professional Experience

Official translator registered with the Ministry of Justice of Albania

https://drejtesia.gov.al/wp-content/uploads/2018/03/LISTA_E_PERKTHYESVE_TE_AUTORIZUAR_PER_PERKTHIME_ZYRTARE_PER_VITIN_2018.pdf

Dates	Name and Address of Employer	Position held or Occupation	Main Activities and Responsibilities
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2003- ongoing	Faculty of Foreign Languages, University of Tirana	Lecturer	<ul style="list-style-type: none"> • Lecturing at the Bachelor and Masters levels • Performing research in Education Methods.
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2003-2009	<p>World Health Organization</p> <ul style="list-style-type: none"> • Project 1: Improving Maternal, Newborn and Child health implemented by the Ministry of Health in cooperation with the World Health Organization • Project 2: Rehabilitation of the acute mentally ill patients from the inpatient-institutions to the community centres - World Health Organization • Project 3: Chemical hazards (Asbestos in particular) and air pollutants impacts in human health - World Health Organization • Project 4: Food Safety - World Health Organization in cooperation with the Ministry of Agriculture, Food and Consumer Protection • Project 5: Nutrition programme focused on the Knowledge, Attitude, Practice Survey on Anaemia and Infant Feeding Practices of 	Project Assistant	<ul style="list-style-type: none"> • Support to daily management/administrative issues of the project • The objective of the project mandate was to provide consistently accurate and high-quality translation, both oral and written, in English/Albanian and vice versa; this includes oral, simultaneous and consecutive interpretation and translations of texts, including documents and reports. • Ensured the adherence of established translation standards in order to provide delivery of consistent and coherent translation services throughout the project. • Collectively with the supervisor ensure the work of the unit are completed and delivered timely; • Keep track of all documents and maintain copies of the translated materials; • Interpret in meetings, roundtables and workshops (consecutive/simultaneous mode) • Proof-reading, editing and quality control for translations, meeting and maintaining always the highest standards and requirements in accordance with the SOPs in Health. • Provide interpretation services in local, national, regional workshops and conferences in Albania
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2009-2011	IPA 2008 Project Support to the alignment of <u>Customs Procedures</u> with EU standards	Translator, Interpreter	<ul style="list-style-type: none"> • Translate or facilitate understanding • I have provided interpretations during the meetings between the Customs Directors and EU experts • Prepare materials such as handouts, lecture notes, and slides in the appropriate language • Prepare materials for presentations and training • Allocate material to other translators for translation and interpretation as required • Proofread and/or edit materials translated by self and others • Supervise work of other translators/interpreters for whom he is responsible • Keep translated documents logged and filed in an organized manner
2019	UNDP	Translator, Interpreter	<ul style="list-style-type: none"> • Ending Violence Against Women Project (translation of reports, surveys, and whispering and interpretation in meeting of Ms. Limya Eltayeb, Resident Representative of UNDP for the Republic of Albania at the Ministry of Justice, Ministry of Finance, Ministry of Health and Social protection, UN house)
2014-ongoing	TAIEX	Interpreter	<ul style="list-style-type: none"> • Interpreting for the Technical Assistance Instrument of Exchange of the EC
2018-2019	EURALIUS/OPDAT	Translator, Interpreter	<ul style="list-style-type: none"> • Interpreting from English into Albanian and vice versa using simultaneous and consecutive modes in various meetings with judges and prosecutors within the establishment of the Court IT systems, interviews and revisions of candidates to the Special Prosecution Office against Corruption (SPAK) and the National Bureau of Investigation (NBI)
2005-2017	UNICEF	Translator, Interpreter	<ul style="list-style-type: none"> • Interpreting from English into Albanian and vice versa using simultaneous and consecutive modes. • Interpreting during high level meetings

2014-2016	UN WOMEN	Translator, Interpreter	<ul style="list-style-type: none"> Whisper interpretation “On public education/informing on property rights from a gender perspective”, organized by Centre for Legal Civic Initiative, on 31st October 2014 Interpretation from English into Albanian and vice versa during the introductory meeting on GEF with the Deputy Minister of Social Welfare and Youth, on 29th May 2015 Interpretation services from Albanian into English and vice versa during the ASP's Women Forum Roundtable held in Tirana, on 24th June 2016
2006-2008	<i>Acquis communautaire</i> official translations close to the Ministry of Justice and Ministry of the European	Translator, Interpreter	I provided translation of the Chapters on Health, Environment and Agriculture
2003, 2005, 2007, 2009, 2011, 2013	Official translations and interpretations of the ODIHR conferences, press releases and reports during the Parliamentary and Local Elections in Albania	Translator, Interpreter	<ul style="list-style-type: none"> Ensuring the efficient flow of work in the translation team Providing daily interpretation between Albanian and International members of the staff Providing interpretation for incoming visitors Providing simultaneous interpretation at official meetings, conferences at Central Election Commission and translation of press releases.
2009	Project: Food Balance Sheets for the Crop Production – FAO	Translator, Interpreter	<ul style="list-style-type: none"> Translation of project conception, writing and results Interpretation for participants in the roundtables, workshops, conferences in the field of Agriculture and Economics
2010-2014	Project: Environmental Services in Albania	Translator, Interpreter	<ul style="list-style-type: none"> Translation of environmental legislation approximation to the Acquis Coordination of work among translators Interpretation for participants in the roundtables, workshops, conferences

2008	EU project: "Supporting SMEs to become more competitive in the EU market. Strengthening the capacities of METE and AIDA to provide entrepreneurshi p and innovation	Translator, Interpreter	<ul style="list-style-type: none"> • Translation of legislation approximation to the Acquis • Interpretation for the participants in workshops
2006-2007	GIZ- Economic Development and Employment Promotion (EDEP) Improving Business Development	Translator, Interpreter	<ul style="list-style-type: none"> • Interpretation for the participants in workshops • Translation of concept notes, newsletters, etc
2015-2017	EU- funded project SELEA- IBECA on the development of legislation on Climate Change Mitigation and Adaptation	Translator, Interpreter	<ul style="list-style-type: none"> • Translation of laws, training materials • Interpretation for the participants in workshops
2014-2017	Institute of Nature Conservation in Albania (INCA), Italian Cooperation Agency,	Translator, Interpreter	<ul style="list-style-type: none"> • Translation of management plans for marine and inland water protected areas in Albania. • Interpretation for the participants in regional workshops
2017	EU Delegation in Albania	Translator	<ul style="list-style-type: none"> • Online publications of opinion makers and politicians on the political and electoral situation in Albania prior to the June 25th 2017 parliamentary elections
2017	Ministry of Education	Translator	<ul style="list-style-type: none"> • Experts' opinion and review of the Higher Education Reform • Experts' opinion and review of the Pre-University Education Reform

References

Name of the Client	Address	Contact Person	Email	Telephone Number
World Health Organization	Rruga Themistokli Germenji Building 10, Apartment 12, 4th floor 1001 - Tirana, Albania	Gladiola Kodra	kasharig@who.int	+355 422 66162
Europartners Development (TAIEX program)	Rruga Ismail Qemali	Tresi Trebicka	tresi.trebicka@europartners.al	+3550695637019
Albanian Institute of International Studies	Rr. Anton Zako Çajupi, No.20/5 Tirana Albania	Albert Rakipi	arakipi@aiis-albania.org	+355 444 000 84
Italian Development Cooperation Office	Torre Drin, 5° Floor - Tirana, Albania	Genti Kromidha	genti.kromidha@itacalbania.org	+355 4 2240 880/1/2/3
IBECA EU-funded project	Bul. Gjergj Fishta, Kulla 3, Kati 5, Ap 25 (prane ish Ekspozites)	Narin Panariti	narin_panariti@yahoo.co.uk	+ 355 4 222 64 93
USAID PLANNING AND LOCAL GOVERNANCE PROJECT (PLGP)	Rr. "Dervish Hima", 3 Kullat prapa St. "Q. Stafa" Kulla 1, Apt. 91, Kati 10, Tirana, Albania	Majlinda Vogli	mvogli@plgp.al	+355 69 203 3828 + 355 44 50 41 50
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, GIZ - SARED	Rr. Skenderbej, Pallati 6, Shk.1, App 10, Tirana, Albania	Diana Nasi	diana.nasi@giz.de	+355 697001496
Health for All project supported by Swiss Development Agency	Rruga Themistokli Germenji Building 10, Apartment 12, 2nd floor Tirana, Albania	Ehadu Mersini	ehadu.mersini@tdhalbania.org	+355694089031
International Migration Organization, Albania	Rruga "Ibrahim Rugova" Nd. 42, H.12, Apt. 4 Tirana, Albania	Alketa Gaxha	agaxha@iom.int	+355692037049