

ELTONA DOVA

Tirane Albania

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OBJECTIVE

Proven ability to conduct research, write and edit news articles and translate between Greek to English. Journalist and media specialist.

EDUCATION —

2o Lykeio Agiou Dimitrou,
Athens Greece

IEK AKMH, Athens

Radio Producer CRF, Athens
Radio Creatures

Sales Manager Athens

Call Center Agent
Art Solution shpk

Miracle B2b company

EXPERIENCE

1999-2000 to 2008
Elementary School

Sep 2009 - May 2012
Journalist and Media University

Sep 2012 - Jul 2014
Radio Producer CRF Radio

Sep 2014 - Sep 2018
Sales manager and personnel manager responsible for recruiting and training personnel.

Oct 2019 - Apr 2021
Sales operator

May 2022 - Sep 2023
Experience translating documents, such as contracts, marketing materials, and technical manuals.
Social media manager.

KEY SKILLS —

COMMUNICATION

Fluent in Greek and English, with the ability to translate between the two languages.
Experience translating documents, such as contracts, marketing materials, and technical manuals.
Excellent research and writing skills.
Interpersonal and communications skills.

LEADERSHIP

- Proven leader with a track record of success in team building, motivation, delegation, conflict resolution, decision-making, and strategic planning.