**Entela Dashi**

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**PROFESSIONAL PROFILE**

**Translator/Interpreter; Monitoring & Evaluation and Specialist** with a broad set of skills applicable across different sectors and roles. Having a progressive seven years’ experience in Community projects and administrative support to programs, can deal with different type of programs and sectors, performing well in high-pressure, competitive environments. Enthusiastic achiever, well-rounded, multilingual, culturally aware professional with a unique ability to relate to diverse populations with various backgrounds. Highly skilled in solving social problems for community and stakeholders. Committed to improving life quality on the individual and social level.

**Core and Functional Competencies**

**Contracts Administration| Translator | Information System Administrator**

* **Advanced knowledge of Monitoring & Evaluation.** Earned a Certificate in Monitoring & Evaluation from Intrac (Oxford, UK). Additional knowledge of SPSS Statistics program by Eunacal Institute for data processing, data mining and report analyzing.
* **Keen Attention to Detail.** Accurate, reliable, and diligent. Always complete projects/tasks within budgets and schedules. Can handle any ongoing challenges. Excelled in project research and business writing.
* **Dynamic Communicator**. Being exposed to a variety of cultures. Facilitate and encourage open communication and strive for effective communication. Fluent in English and Italian;
* **Planning & Organizing** – Develop clear goals in line with agreed strategies, identify priorities, foresee risks and take actions accordingly
* **Community Involvement –** Engaged in several donation initiatives, effectively communicating with sponsors, donors, volunteers and other stakeholders.
* **Teamwork** – Able to work in a multicultural environment and maintain effective working relations with people of different national and cultural backgrounds
* **Accountability** – Take ownership of all responsibilities and deliver outputs in accordance with agreed time, cost and quality standards**.**
* **Systems Utilization and Technology Skills.** Proficient use of Windows operating systems well versed with MS Office Suite (Word, Excel, Access and PowerPoint) and SPSS. Working knowledge of Smarsheet and Symfact.

**Professional Experience**

***Contracts Administrator and Translator***

***Bankers Petroleum Albania***

**KSB Consulting, Piedmont, Italy                                                                                                             May 2018 – Present**

Drafting Contracts and Amendments in English and Albanian. Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules. Updating the Contract databases Symfact and Smartsheet regularly and the shared Drives and following the expired Contracts every quarter. Ensure that contractor is in compliance with legal requirements, owner specifications and government regulations. Correspondence to Contractors; review and report including alerts to key stakeholders, communication with Contractors as and when required. Perform closing activities as needed. Handle the RFS procedure.

***Community Investment and Monitoring & Evaluation Specialist***

***Bankers Petroleum Albania***

**Department of Homeland Security, Fort Hamilton, Brooklyn, New York                                     June 2012 – May 2018**

Monitoring and evaluating Community Investment projects and programs. Analyzing and reporting based on data collection. Creating and Maintaining SPSS Databases. Preparing Evaluation reports at the end of each project. Supervising Community Investment projects. Assist with Grievances when required.

***Translator***

***Transoilgroup Ag. Petroleum Company***

**September 2010 – September 2011**

Translating documents, surveys, reports, correspondences in both languages.

**Health Information Administrator**

**URC, PRO Shendetit**

**Center for Addiction, Dept. of Clinical Psychology, City College, New York NYMarch 2005 – January 2007**

Assist with data collection for the Health Information System. Train regional Health Information Administrators on data entry and physicians on encounter forms filling. Translate documents from English to Albanian for the Health Information department. Doing administrative works for the Health Information Department.

 **Implementation Officer**

 **Abt associates/ USAID**

**April 2004 - March 2005**

Assist with data collection and supervision of data entry. Doing administrative works for the Health Information Department. Translate documents from English to Albanian for the Health Information department. Interpret for the Supervisor in both languages.

**HSE Assistant and Translator**

**BGP/OXY**

**June 2003 – November 2003**

Conducting some of the trainings for the HSE (Health and Safety Environment) department. Translating the documents from English to Albanian and vice-versa. Also interpreting for the HSE advisor.

**Education and Training**

**Ismail Qemali University, Vlore-**

M.A. English Language, Translator (October 1998 – June 2002)

**Trainings and Certificates**

**Monitoring & Evaluation** –INTRAC (Oxford, UK)

**SPSS Statistic** – Eunacal Institute

**Career Counseling** – Barans & Barans

**Legal English** – Chamber of Commerce

**Advanced Access** – Flatrat e Dijes