


Eris Capuni

 Rr. Elton Firoku, Tirane, Albania

 00355 67 56 73 180

 erisi1988@gmail.com

Sex Male | Date of birth 11/05/1988 | Nationality Albanian

WORK EXPERIENCE

(01/02/2017- Ongoing) **Lecturer at “English Business Link Albania”, Tirane**

- Preparing lesson plans
- Preparing handouts and extra activities for specific purpose
- Report to the Head of Section
- Teaching elementary, intermediate and advanced English classes
- Responsible for the teaching process and the translation process
- Managing the SAC materials and Center’s facilities in general for the aim of helping the students in learning English

(01/10/2014-01/02/2020) **Lecturer at “Ministry of Defence”, Tirane**

- Preparing lesson plans
- Preparing handouts and extra activities for specific purpose
- Report to the Head of Section
- Teaching elementary, intermediate and advanced English classes
- Responsible for the teaching process and the translation process
- Managing the SAC materials and Center’s facilities in general for the aim of helping the students in learning English

(01/05/2013-01/10/2014) **Lecturer at “Ministry of Defence”, Tirane**

- Preparing lesson plans
- Preparing handouts and extra activities for specific purpose
- Report to the Head of Section
- Teaching elementary, intermediate and advanced English classes
- Responsible for the teaching process and the translation process
- Managing the SAC materials and Center’s facilities in general for the aim of helping the students in learning English

- (01/09/2009-01/09/2011) IT support specialist
- Installing and configuring computer hardware, software, systems, networks, printers and scanners
 - Monitoring and maintaining computer systems and networks

EDUCATION AND TRAINING

- (01/11/2010 - 23/3/2012) University of Elbasan-Faculty of Human Science-Professional Master in English Language
- MNP type diploma (First Level Master)

- (01/10/2006-22/07/2010) University of Elbasan-Faculty of Human Science- Department of English Language
- DNP type diploma (First Level Degree)

- (01/09/2002-01/06/2006) Foreign Language School “Mahmud Ali Cungu”
- Foreign Language School , English

- (01/09/2002-01/06/2006) “Elta Conference” – Teaching Methodologies
- Training on teaching methodologies

PERSONAL SKILLS

Mother tongue Albanian

| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Italian | B2 | B1+ | B1 | B1 | A2 |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

- Communication skills
- Verbal communication: The ability to articulate thoughts and ideas clearly and effectively in person or over the phone.
 - Written communication: The ability to write professional emails, reports, and other documents that are clear, concise, and accurate.
 - Active listening: The ability to listen attentively and understand what others are

saying, and respond appropriately.

- Nonverbal communication: The ability to use body language, facial expressions, and tone of voice to convey messages effectively.
- Presentation skills: The ability to deliver a presentation to an audience in a clear, engaging, and persuasive manner.
- Interpersonal skills: The ability to work well with others, build relationships, and collaborate effectively.

Organisational / managerial skills

- Time management: The ability to prioritize tasks, manage deadlines, and use time effectively.
- Attention to detail: The ability to pay close attention to details, and to ensure that work is accurate and error-free.
- Multitasking: The ability to handle multiple tasks and projects simultaneously, and to switch between them as needed.
- Problem-solving: The ability to identify problems, analyze information, and develop solutions.
- Decision-making: The ability to make sound decisions based on available information and analysis.
- Adaptability: The ability to adapt to changing circumstances and priorities, and to adjust plans and strategies accordingly.

Job-related skills

- Communication Cultural awareness: The ability to understand and appreciate different cultures, and to adapt communication styles and teaching methods accordingly.
- Patience: The ability to work with students or clients who may have different learning styles or abilities, and to provide support and guidance as needed.
- Attention to detail: The ability to pay close attention to details, and to ensure that translations and other work are accurate and error-free.
- Adaptability: The ability to adapt to changing circumstances and priorities, and to adjust teaching methods or translation strategies accordingly.
- Interpersonal skills: The ability to work well with others, and to build strong relationships with students, clients, and colleagues.
- Creativity: The ability to develop innovative teaching methods or translation strategies, and to think outside the box when faced with challenges.

Computer skills

- Internet: The ability to use a web browser to search for information and navigate websites.
- Word processing: The ability to use word processing software to create and edit documents.
- Spreadsheets: The ability to use spreadsheet software to create and manage data.
- Presentations: The ability to use presentation software to create and deliver

presentations.

- File management: The ability to create, save, and manage files and folders on a computer.
- Basic troubleshooting: The ability to identify and resolve basic computer issues, such as restarting a computer or clearing a cache.

Driving licence ▪ B