**Curriculum Vitae**

**Personal Data** ****

**Name** Erisilda

**Surname** Koxherri

**Date of birth** 14/12/1991

**Gender** Female

**Nationality**  Albania

**Status** Single

**Contact e-mail** ersikoxherri@gmail.com

**Phone number** ***+ 355 (0) 0694879481***

**Address** “Kastriotet”Str.,27th Building

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Period** | **Institution** | **Degree** | **Average mark** |
| 2010– 2015 | **University of Tirana, Faculty of Foreign Languages, Department *English (2nd Italian),Translation and Interpretation (Full-Time)***  **Principal subjects studied:**  **Translation Practice,Translation Theory,Simultations,Consecutive** | **Master Degree** | 8 out of 9 |
| 2006 –2010 | **“QEMAL STAFA” High School** | **High-School Degree** | 9.2 |

**FOREIGN LANGUAGE SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mother tongue** | Albanian |  |  |  |
| **Other Languages:** | Listening | Reading | Speaking | Writing |
| **English** | Very Good | Very Good | Very Good | Excellent |
| **Italian** | Very Good | Very Good | Very Good | Very Good |

**Certificates Achieved**

I have done “Aptis” test at “British Council Albania”. Aptis is used to assess ability in all four English language skills – reading, writing, listening and speaking.

I have attended English-Learning courses and I have been granted the pertinent certificates by Foreign Language Centers, such as:

CROMWELL:”Headway” method;”Essential” method.

I have attended German-Learning course and I have been granted the pertinent certificates by Foreign Language Centers such as:

ALBANIAN QATAR CENTER

**Social Skills**

Able to work in groups and individually.

Communicative and able to solve any task that is given to me.

Excellent skills in written and oral presentations.

Capable to work with partners and acceptance to be supervised.

Willing to try new things and interested in improving efficiency on assigned tasks.

Able to solve any assigned task.

**COMPUTER SKILLS**

* + Excellent knowledge of **Microsoft** **Office** (Word, Excel, Power Point, e-mail and the internet).
  + Excellent abilities of “**Blind**-**Typing**” with 10 and 8 fingers.

**Work Experiences**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From**  **M/Y** | **To**  **M/Y** | **Institution / Company** | **Position** | **Tasks performed** | **Reasons for Disengagement** |
| ***June 2010*** | ***October 2012*** | **Cromwell Center** | Teacher | Taught grammar,writing reading and listening to the kids | It was a seasonal job |
| ***January***  ***2013*** | ***August 2013*** | **US Army Corps of Engineers** | Translator | Translation,engineer documents | It was a seasonal job. |
| ***June 2013*** | ***June 2014*** | **Intercom Date Service** | Contact Center Operator | decision-maker, took care the client, make contracts through the phone etc. | Financial Instability |
| ***July 2015*** | ***December 2015*** | **Facile.it** | Supervisor | Took care the consulents,car insurance etc. | Financial instability |