Curriculum Vitae

# Personal information

First name(s) / Surname(s) **Klodian Zgjana**

Address(es) Lushnje, Albania Mobile: +355692441697

E-mail klodi84@hotmail.com Nationality Albanian

Date of birth 04/11/1984 Gender Male

# Work experience

Dates 2006 – 2012

Occupation or position held **Translator, Translating Editor, Proofreader**

Main activities and responsibilities 1. Translating movies, soap-operas, shows and documentaries from English or Italian to Albanian.

1. Editing translated materials.
2. Freelance: Translating/editing/proofreading documents, contracts and other written materials.

Name and address of employer Matrix Studio/DigitAlb

Tirana, Albania Type of business or sector Services/Media

Dates 2009 – 2013

Occupation or position held **Translator**

Main activities and responsibilities Translating movies, soap-operas, shows and documentaries from English or Italian to Albanian. Name and address of employer Top Communication

Near “100 Vitrinat”, Tirana Type of business or sector Services

Dates 2014-2019

Occupation or position held **Translator, Editor, Proofreader**

Main activities and responsibilities Translating, editing, proofreading for the Ministry of Justice in Albania as an external certified freelancer.

Name and address of employer Ministry of Justice, Albania

Type of business or sector Official Affairs/Judicial Correspondence

Dates 2020-ongoing

Occupation or position held **Freelance Interpreter/translator, Editor, Proofreader**

Main activities and responsibilities Translate, edit, proofread articles in the newspaper, official correspondence, interpreting. Name and address of employer Gazeta “Dita”, Tirana

Dates 2017-2019

Occupation or position held **Translator, Proofreader**

Main activities and responsibilities Editing translated materials.

Quality Control. Translating.

Name and address of employer ZOO Digital, USA

Dates 2021-Ongoing

Occupation or position held **Translator, Editor, Proofreader**

Main activities and responsibilities Translating Excel, Word documents.

Editing, proofreading materials.

Name and address of employer Global Listings, UK Type of business or sector Services

Dates 2022-Ongoing

Occupation or position held **Interpreter**

Main activities and responsibilities Interpreting (video or phone)

Name and address of employer Glocco

 Type of business or sector Services

Other language(s) **English, Italian.**

**Language**

# Understanding Speaking Writing

English Excellent Excellent Excellent

Italian Excellent Excellent Excellent

Skills and competences I have extensive experience in communicating and collaborating with other people be it official or unofficial since my job has required me to perform many tasks and interact with people that come from different backgrounds.

Computer skills and competences Excellent knowledge of computer programs. Microsoft Word, Office, PowerPoint, Spot, CAT Tools, etc. I am able to learn and work fast.