# Curriculum vitae

**Proposed role in the project:**

1. **Family name: Miftari**
2. **First names: Shpend**
3. **Date of birth: 13 April 1989**
4. **Phone number: +377 45 274 822**
5. **Nationality: Albanian (Kosovo), Swiss**
6. **Civil status: Single**
7. **Education: BA**
8. **Email: shpendmiftari@gmail.com**

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| Institution[ Date from - Date to ] | Degree(s) or Diploma(s) obtained: |
| 2008 to 2012: American University in Kosovo/ Rochester Institute of Technology – Public Policy,  | BA of Applied Arts and Science |
| 2005 to 2008: College de Gambach (Fribourg, CH) | High School Diploma |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

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| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| English | 1 | 1 | 1 |
| Albanian | 1 | 1 | 1 |
| German | 2 | 2 | 2 |
| French | 1 | 1 | 1 |

1. **Membership** **of professional bodies:**
* Member of the Kosovo French Professors Association (APFK)
1. **Other skills:** (e.g. Computer literacy, etc.)
* Excellent knowledge of Microsoft Word, Excel, Outlook, PowerPoint, MS Project, QuickBooks, Rikont, Microsoft Money, Quicken
1. **Present position: Project Coordinator**
2. **Employment Date: November 2012 - Ongoing**
3. **Organization Name: Management & Development Associates (MDA)**
4. **Years within the firm: Less than a year**
5. **Key qualifications:** (Relevant to the assignment)
* Fluency in English, Albanian and French languages. Conversational Level in German.
* Certified C2 Level French speaker
* Excellent translations skills (French-English-Albanian)
* Excellent writing skills and excellent typing skills.
* Good organizational and communication skills.
* Certified typing skills.
* Goal and achievement oriented. Detail oriented.
* Experience with International Organizations
1. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from – Date to |
| Kosovo | 2009, 2010, 2011, 2012 |
| Switzerland | 2004, 2005, 2006 |

1. **Professional** **experience**

| Date from – Date to | Location | Company | Position | Description |
| --- | --- | --- | --- | --- |
| November 2012 - Ongoing | Kosovo | Management & Development Associates (MDA) | Project Coordinator | * Performing administrative duties, assisting management in their tasks, in charge of translations of CV’s and different other documents relevant to the company from English to Albanian. Notes keeper during management and CEO meetings. In charge of organizing trainings, contacting trainers, contacting beneficiaries and clients.
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| December 2011 – ongoing | Kosovo | Alliance Française de Prishtina | French teacher | * Teaching French to internationals and locals starting from level A1 to B2.
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| November 2011 – July 2012 | Kosovo  | Alliance Francaise de Prishtina  | Finances Manager | * Responsible for bookkeeping in accounting, analysing the financial situation of the organization, looking for ways to save money and to invest intelligently, looking for financial partners, keeping financial accounts, managing all other financial tasks (payrolls, taxes...). Other tasks included translations of different documents from French to English.
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| December 2011 – ongoing | Kosovo | Alliance Française de Prishtina | French – English – Albanian Translator | * When needed, simultaneous translations during conferences for French audience. Translation of different documents from English to French.
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| April 2011- November 2011 | Kosovo | Bp-Home | Finances Manager Assistant | * Monitoring and examining accounts, formulating budget estimates in support of program objectives, development of plans for allocating resources, reviewing and analysing funding documents, conducting comparative analyses to examine trends, reviewing and interpreting accounting and financial management policy
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| October 2009 – April 2011 | Kosovo | Prishtina High School | Deputy Business Manager | * Translated letters from English to Albanian and vice-versa, in charge of e-mails, faxes, arranging meetings between the business manager and/ or interested stakeholders, typed letters and e-mails, received, registered, and paid bills, received visitors, answered phone calls. Other duties as required by Business Manager or School staff.
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| August 2004 – February 2006 | Switzerland | Alpa Plus Sarl | Administrative Assistant | * Answered telephone calls, received and directing visitors, filed documents, arranged folders, arranged meetings, processed letters, typed letters and e-mails.
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1. **Trainings**
* Training on delivering French classes on specific objectives (FOS) and on using teaching method “Alter Ego+”, Prishtina, 2013
* Training on “Career Planning” MDA, 2013
* Prishtina International Summer University 2010: Safety management.