

PERSONAL
INFORMATION

Dorina SHEHU

OMISSIS

September 2015- Present

General Directorate of Strategic Planning and Integration
Ministry of Interior, Tirana (Albania)

Expert

Expert of Strategic Planning sector

Responsible for monitoring the implementation of Strategies and Action
Plans related to the field of securityPrepares reports in the framework of International Conventions on gender
equality, violence against women, Istanbul Convention etc.Prepares analysis on the achievements of the Ministry, fulfilment of
objectives and priorities.November 2015 - August
2016Directorate of IPA Projects and Integration
Ministry of Interior, Tirana (Albania)

Expert of IPA and other donors sector

Implementing officer

Implementing and monitoring IPA projects (appointed for some months)

Manages the implementation of IPA projects and / or other donors, as well as
contributes to the periodic reporting / final implementation

Prepares monthly-report on the implementation of the projects

Monitoring of the technical implementation of the projects and contributing
to the Annual Implementation Report

Prepares and submits reports to CFCU on irregularities and/or risks of IPA sector

October 2017 –Present

University / Part-time lecturer

Faculty of Foreign Languages, University of Tirana, Department of English
language

Delivering lectures, seminars, teaching English as a second language

Designing, preparing and developing teaching materials

Assessing students' course assignment

Preparing and marking exams

Undertaking personal research projects and actively contributing to the institution's research profile

Supervising students' research activities

October 2014 –June 2017

University/ Part-time lecturer

Faculty of Foreign Languages, English Department, University of Tirana

Delivering lectures, seminars, teaching English as a second language

Designing, preparing and developing lessons and materials

Assessing students' course assignments

Preparing exams and evaluating students

Undertaking personal research projects and actively contributing to the institution's research profile

Supervising students' research activities

September 2014–2016

Windows on the world “Foreign languages Centre

Delivering lessons and teaching English (Intermediate, Upper intermediate, Advanced, Proficiency level)

September 2011–June 2012

“Foreign Languages and International Resources Center”

Delivering lessons and teaching English (Intermediate, Upper intermediate, Advanced, Proficiency level)

September 2007–2009

Project coordinator assistant

Albanian Center for Population and Development (ACPD), Tirana, Albania
Coordinates tasks, organizes and monitors project activities under the auspices of the project coordinator.

Part-time translator

Translating various documents, brochures and manuals

EDUCATION AND TRAINING

November 2012–July 2014

MSc International Relations and Diplomacy

Institute of European Studies, University of Tirana

October 2005–June 2008

Bachelor degree in English Language

Faculty of Foreign Languages, University of Tirana

September 2001– June 2005

High School of Foreign Languages “Asim Vokshi”

High School Diploma

September 2017

Expert meeting on Alternative Development (drugs)- organised by GIZ & UNODC Brandenburg, Germany

July 2016

Exchange of Experts, Fire Service models and organization – organized by Austrian Federal Fire Service, Österreichischer Bundesfeuerwehrverband (ÖBFV)

April- May 2016

“Management of EU Funds” organized by Albanian School of Public Administration (ASPA), Tirana, Albania

March 2016

Workshop “ on Irregularities” organised by CFCU /Ministry of Finance

October- November 2015

Training on "Planning of Integrated System", organized by Albanian School of Public Administration (ASPA), Tirana, Albania

November 2007

Training on “ Planning and Civil Society Support”, Brussels, Belgium – organised by IPPF

Translations

“How to develop one of the primary skills in the foreign languages classes: the listening one, Current Approaches in Sciences of Education” (Conference), Suceava, 2011.

Health Education with focus on “*Life skills and sexual education*”, Ministry of Education and Sports

Project- Proposal on “*Conception and Implementation of Curriculum Package on Education and Health Education with focus on: “Life and Sexual Education Skills”*”, Institute of Educational Development
Ministry of Education and Sports

Translator for the group of Exchange of Experts of the Fire Service Department
July 2016, Austria

Translator in the framework of CBRN project for Fire service of Albania
Translation of Fire service department documents, Ministry of Interior

Translation of various documents dealing with IPA funds (Project-fiches,
Terms of reference, letters, contracts etc.)

Translation of the document “*Action Plan Against Cannabis Cultivation and
Trafficking 2017-2020*” and its annex, Ministry of Interior

Action Plan, Ministry of Interior

Documents on “*Illegal Migration*” and *Anti- trafficking issues*, Ministry of
Interior

“*Successful regional and international cooperation in the fight against child
trafficking*”, National Anti-Trafficking Coordinator Office, Conference in
Sofia, Bulgaria

Profile of persons involved or at risk to be involved in Serious Crimes and
Organized Crime

Report on “*Control and integrated border management*”

“*The improved Policy of Migration and Border Control*”, Speech of Deputy
Minister at the Conference of EU Parliament, 2016

Document on “*Small Arms and Light Weapons*” (SALW) in the framework
of Regional Conference of High level in Podgorica

High Level Regional Conference “*Strengthening of Small Arms and Light Weapons
Control (SALW) Commitments in South East Europe* ”

Legal Migration, Irregular Migration, Asylum and Visa Policy, Preparation
for the *Screening* Process, Chapter 24

Translation of Distribution Agreement, Cooperation Agreement and
Framework Agreement

Implementing Agreement between the parties to the Police cooperation
convention for Southeast Europe on the Automated Exchange of DNA data,
Dactyloscopic and vehicle registration data

Translation of Standard Presentation of Ministry of Interior

Interpretations during meetings held with foreign delegations and the Deputy
Minister of Interior on topics such as migration, security and organized crime

Speeches and thesis discussion for the Deputy Minister of Interior regarding
anti-trafficking, organized crime, asylum, citizenship and civil status.

Translation of Letters sent by international partners to the Ministry of Interior

MARRI Regional Committee meeting speech

Translation of the document “*Communism in Albania and its image reflected in various newspapers of Spain*”, published

Translation of speeches delivered by high representatives of the Ministry of Interior

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	B2	B2	B2	B2	B2
French	B2	B2	B2	B2	B2

Communication skills Very good communication skills gained through my work as assistant professor and lecturer
 Confident and able to express ideas in public, groups, or via electronic media;
 Very good listener and persuasive speaker

Organisational / managerial skills Ability to plan, organize and implement work and activities according to priorities and adhering to timetables
 Proven leadership and organizational abilities
 Good problem solving skills and ability to demonstrate sound judgment
 Committed to team-building and staff development
 A genuine desire to achieve, excel and evolve
 Excellent negotiation, time management, organizational, interpersonal and communication skills

Ability to interact comfortably with all levels of the organization, including executive management and the leadership team
Able to work independently in a fast-paced environment
Able to work in pressure and with deadlines
Able to coordinate several tasks simultaneously
Able to handle challenges, with proven history of increased productivity

Job-related skills

Computer skills

Very good user of “Ms Office” (Word, Excel, Power Point, Internet Explorer etc.)