

PERSONAL INFORMATION **Ina Tollumi**

OMISSIS

JOB APPLIED FOR RTA Assistant

WORK EXPERIENCE

October 2016- present English Language Professor (part-time)
-University of Tirana, Faculty of Foreign Languages and Faculty of Economics.

Supervisor: OMISSIS

Address:

Responsibilities: Teaching English language for specific purposes, with reference to the financial sector; guiding and supervising students; evaluating and grading students' performance.

February 2018- July 2020

Project Assistant and Interpreter at PAMECA V project/ Component 1: Fight against Organised and Serious Crimes and Proactive Investigation Techniques.

-European Union funded project: PAMECA V- Consolidation of Law Enforcement Agencies- Support to the Ministry of Interior, Albanian State Police and Prosecution Offices

Supervisor: OMISSIS

Responsibilities: Providing linguistic and administrative support for the implementation of project activities, serving as a focal point with beneficiaries and stakeholders, assisting in preparing training/workshop/conference materials and activities, drafting periodic reports; interpreting from English-Albanian and vice-versa in meetings/trainings/conferences, translating correspondence and documents, including laws, technical/administrative instructions, correspondence, scientific and educational materials, etc.

November 2015- October 2019

Director Executive

-The English World Center NGO

Supervisor: OMISSIS

Responsibilities: Developing policies and activities for promoting English language and culture, implementing and supervising the implementation of work-plan activities, representing and promoting the organization, recruiting and overseeing personnel, preparing grant proposals to generate financial resources.

February 2016- January 2018

Language and Cross- Cultural Facilitator

- Peace Corps Albania, USA government agency.

Supervisor: OMISSIS

Responsibilities: Developing lesson plans and supporting materials for language and culture classes, providing language instruction and supporting US volunteers to culturally integrate in the Albanian community; serving as a facilitator in implementing a community-based language and cross-cultural training.

- May 2017- June 2017

Assistant/ Interpreter

-Government institution: Office for Democratic Institutions and Human Rights (ODIHR)

Supervisor: OMISSIS

Responsibilities: Serving as contact point with stakeholders during the Parliamentary elections, interpreting at meetings with political party members or leaders/NGO representatives/media representatives, translating documents and correspondence, conducting research related to the work, drafting reports, etc.

May 2013- October 2014

Translator
- World Vision Albania, NGO

Supervisor: OMISSIS

Responsibilities: Translate and localize a variety of documents, including correspondence, technical and educational, manage work schedules to meet deadlines.

EDUCATION AND TRAINING

November 2014- July 2016

Master of Science in “Teaching English language to high secondary education”.
University of Tirana, Faculty of Foreign Languages, Department of English language.

November 2012- July 2014

Master of Science in “Technical and Artistic Translation and Interpreting”
University of Tirana, Faculty of Foreign Languages, Department of English Language.

September 2009- July 2012

Bachelor’s Degree in “English Language”
University of Tirana, Faculty of Foreign Languages, Department of English Language
▪ Text analysis; English and Albanian Morphology; English and Albanian Syntax; American history; British History; American Literature; Academic writing, etc.

PERSONAL SKILLS

Mother tongue(s)
Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Albanian					
English	C2	C2	C2	C2	C2
	Master's Degree				
Italian	B2	B2	B2	B2	B2
	Certificate from the University of Tirana				
French	A2	A2	A2	A2	A2
	DELFA A2 Certificate				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills Very good communication skills, active and empathetic listener, confident speaker.

Organisational / managerial skills ▪ Committed, problem-solving approach, team spirit, able to manage challenges at work, flexible.

Job-related skills ▪ Excellent English and Albanian written and communication skills; computer-literate; organized; attention to details, ability to work to deadlines.

Digital skills _____
SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Driving licence **Category B**