

PERSONAL INFORMATION Dorina Shehu

OMISSIS

WORK EXPERIENCE

- January 2021 - Current

**Resident Twinning Advisor Assistant**  
 CSI- Piemonte, Italy (Implementing the Twinning Project in cooperation with the Austrian Institute Ludwig Boltzmann of Fundamental and Human Rights and Italian Authority of Personal Data Protection)  
 Twinning Project for the Information and Personal Data Protection Commissioner's office in Albania, funded by the European Union  
 Providing assistance and administrative support to the RTA on a daily basis and to the Member State's experts involved for short-term working missions to the Beneficiary Country within the Project's framework  
 Providing linguistic assistance (*interpretation and translation*), in Albanian/English, during the implementation of the Twinning project  
 Organizing Steering Committee Meetings and other meetings as well, round tables and continuous online meeting with the experts and compiling meeting minutes  
 Monitoring the project by drafting interim quarterly reports
- April 2020 – Current

**Official translator, certified by the Ministry of Justice**  
 Translating documents of various terminologies
- September 2015- December 2020

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 security  
 Prepares reports in the framework of International Conventions
- 2015 - 2016

Directorate 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)
- 2017 – current

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	<p>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</p>
September 2014–2016	<p>Windows on the world “Foreign languages Centre  Delivering lessons and teaching English (Intermediate, Upper intermediate, Advanced, Proficiency level)</p>
September 2011–June 2012	<p>“Foreign Languages and International Resources Centre”  Delivering lessons and teaching English (Intermediate, Upper intermediate, Advanced, Proficiency level)</p>
September 2007–2009	<p>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.</p> <p>Part-time translator  Translating various documents, brochures and manuals</p>
<b>EDUCATION AND TRAINING</b>	
November 2012–July 2014	<p>MSc International Relations and Diplomacy  Institute of European Studies, University of Tirana</p>
October 2008–June 2010	<p>Master degree in Translation &amp; Interpretation (English and Spanish language)  Faculty of Foreign Languages, University of Tirana</p>
October 2005–June 2008	<p>Bachelor degree in English Language  Faculty of Foreign Languages, University of Tirana</p>
September 2001– June 2005	<p>High School of Foreign Languages “Asim Vokshi”  High School Diploma</p>
September 2017	<p>Expert meeting on Alternative Development (drugs)- organised by GIZ &amp; UNODC Brandenburg, Germany</p>
July 2016	<p>Exchange of Experts, Fire Service models and organization – organized by Austrian Federal Fire Service, Österreichischer Bundesfeuerwehrverband (ÖBFV)</p>

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
<b>Translations</b>	<p>Translation of various official documents as an official translator</p> <p>“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.</p> <p>Health Education with focus on “Life skills and sexual education”, Ministry of Education and Sports</p> <p>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</p> <p>Translator for the group of Exchange of Experts of the Fire Service Department July 2016, Austria</p> <p>Translator in the framework of CBRN project for Fire service of Albania Translation of Fire service department documents, Ministry of Interior</p> <p>Translation of various documents dealing with IPA funds (Project-fiches, Terms of reference, letters, contracts etc.)</p> <p>Translation of the document “Action Plan Against Cannabis Cultivation and Trafficking 2017-2020” and it annex, Ministry of Interior</p> <p>Action Plan, Ministry of Interior</p> <p>Documents on “Illegal Migration” and Anti- trafficking issues, Ministry of Interior</p> <p>“Successful regional and international cooperation in the fight against child trafficking”, National Anti-Trafficking Coordinator Office, Conference in Sofia, Bulgaria</p> <p>Profile of persons involved or at risk to be involved in Serious Crimes and Organized Crime</p> <p>Report on “Control and integrated border management”</p> <p>“The improved Policy of Migration and Border Control”, Speech of Deputy Minister at the Conference of EU Parliament, 2016</p> <p>Document on “Small Arms and Light Weapons” (SALW) in the framework of Regional Conference of High level in Podgorica</p> <p>High Level Regional Conference “Strengthening of Small Arms and Light Weapons Control (SALW) Commitments in South East Europe ”</p> <p>Legal Migration, Irregular Migration, Asylum and Visa Policy, Preparation for the Screening Process, Chapter 24</p> <p>Translation of Distribution Agreement, Cooperation Agreement and Framework Agreement</p> <p>Implementing Agreement between the parties to the Police cooperation convention for Southeast Europe on the</p>

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

## Computer skills

Very good user of "Ms Office" (Word, Excel, Power Point, etc.)

## References

Ms Julia Jesson  
Advisor Climate Policy at GIZ, Germany  
Mobile phone: +49 176 239 18224

Prof. Dr Viktor Ristani  
Head of English Department, Faculty of Foreign Languages, University of Tirana  
Mobile phone: + 355 69 21 29 435

Mr. Nicola Ianutolo  
Resident Twinning Advisor in Albania of the Twinning project  
Mobile phone: +355 67 68 98 279