

# Curriculum Vitae

## Personal information

First name(s) / Surname(s) **Anila Myftaraj**  
Address(es) "Don Bosco" Str. Tirane, Albania  
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E-mail [anilamyftaraj@yahoo.com](mailto:anilamyftaraj@yahoo.com)  
Nationality Albanian  
Date of birth 04.07.1985  
Gender Female

## Desired employment / Occupational field

**Translator**

**Work experience** English, Italian

Dates **December 2011 to present**

Occupation or position held Official Translator  
Main activities and responsibilities Translations

Name and address of employer Ministry of Justice  
Type of business or sector Translations

Dates **03.05.2011 to Present**

Occupation or position held Translator, Interpreter  
Main activities and responsibilities Translation of legal, technical, economic, scientific, media related documents... etc

Name and address of employer Self-employed  
Type of business or sector Translation office "Transword" Vaso Pasha Street, Tirana, Albania

Dates **10 October 2011 to Present**

Occupation or position held Part-time professor  
Main activities and responsibilities Teaching English

Name and address of employer Faculty of Foreign Languages, Tirana University  
Type of business or sector Faculty of Foreign Languages / University

Dates **03.11.2008-to 03.05.2011**

Occupation or position held Audit Administrative Assistant and interpreter/translator  
Main activities and responsibilities Preparation of Admin. Documents, translation of different materials specific to the requirements of the company.

Name and address of employer KPMG Albania Sh.p.k  
Type of business or sector Audit, Tax and Advisory insights

Dates **June 2008-to Present**

Occupation or position held Translator (part-time)

Main activities and responsibilities	Translation of legal, financial and technical documents
Name and address of employer	Notarial Office – Notary Majlinda E. Demollari
Type of business or sector	Legal
Dates	<b>16.10.2007- 20.06.2008</b>
Occupation or position held	Teacher of English
Main activities and responsibilities	Teaching
Name and address of employer	“28 Nentori” School
Type of business or sector	Elementary school, Tirane
Dates	<b>16.12.2007-28.06.2008</b>
Occupation or position held	Part- time professor
Main activities and responsibilities	Teaching English
Name and address of employer	Faculty of Foreign Languages, Tirana University
Type of business or sector	Faculty of Foreign Languages / University
Dates	<b>18.02.2008-15.10.2008</b>
Occupation or position held	Teacher of English
Main activities and responsibilities	Teaching
Name and address of employer	“Gold Future”
Type of business or sector	Foreign languages’ Center, Tirane
Dates	<b>May 2007</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Interpreting (Conference held in Tirana International Hotel)
Name and address of employer	Translating Center KOZMOS
Type of business or sector	Translating/ Interpreting
Dates	<b>May 2006</b>
Occupation or position held	Interpreter and Translator
Main activities and responsibilities	Interpreting
Name and address of employer	Best Euro Video Contest, Tirana, Albania
Type of business or sector	Translating/ Interpreting
Dates	<b>September 2006</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Interpreting (European Conference held by Ministers of Trade and Energy)
Name and address of employer	Translating Center KOZMOS
Type of business or sector	Translating/ Interpreting
Dates	<b>June 2006</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Voluntarily Interpreting

Name and address of employer	KOKSH (Albanian National Olympic Committee)
Type of business or sector	Beach Volley Championship
Dates	<b>May 2005</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Voluntarily Interpreting
Name and address of employer	KOKSH (Albanian National Olympic Committee)
Type of business or sector	European Assembly
Dates	<b>June 2005</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Voluntarily Interpreting
Name and address of employer	KOKSH (Albanian National Olympic Committee)
Type of business or sector	Translating/ Interpreting, Mediterranean Swimming Championship
Dates	<b>June 2002</b>
Occupation or position held	Interpreter
Main activities and responsibilities	Volunteer Interpreter and Guide for foreign participants
Name and address of employer	KOKSH (Albanian National Olympic Committee)
Type of business or sector	Translating/ Interpreting, Wrestling Championship
<b>Education</b>	
Dates	February 2009 to present
Institution	Faculty of Economics
Branch	Finance (part-time system)
Profile	Finance
Dates	2003-2007
Institution	Faculty of Foreign Languages
Branch	English / French
Diploma	Specialist of American and English Language
<b>Trainings</b>	
Dates	<b>June- July 2008</b>
Title of qualification awarded	Certificate –American Embassy
Principal subjects/occupational skills covered	Regulations and Standards in American Life
Name and type of organisation providing education and training	American Embassy
Level in national or international classification	Training
Dates	<b>February 2009</b>
Title of qualification awarded	Certificate of Completion -Risk Management Course
Principal subjects/occupational skills covered	Compliance with Laws, Regulations and Professional Standards.
Name and type of organisation providing education and training	KPMG Albania Sh.p.k

Level in national or international classification Internal training

Dates **February 2009**

Title of qualification awarded Certificate of Completion -Risk Management Course

Principal subjects/occupational skills covered Protecting Information in KPMG

Name and type of organisation providing education and training KPMG Albania Sh.p.k

Level in national or international classification Internal training

Dates **11 May 2009**

Title of qualification awarded Certificate of Completion

Principal subjects/occupational skills covered KPMG: Independence 2008/2009

Name and type of organisation providing education and training KPMG Albania Sh.p.k

Level in national or international classification Internal training

Dates **September 2009**

Title of qualification awarded Certificate of Completion

Principal subjects/occupational skills covered KPMG: Risk Management basic concepts course

Name and type of organisation providing education and training KPMG Albania Sh.p.k

Level in national or international classification Internal training

Dates **October 2009**

Title of qualification awarded Certificate of Completion

Principal subjects/occupational skills covered KPMG: Annual Independence

Name and type of organisation providing education and training KPMG Albania Sh.p.k

Level in national or international classification Internal training

Other language(s)

Self-assessment  
*European level (\*)*

**English**  
**French**  
**Italian**  
**Albanian**

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
excellent	excellent	excellent	excellent	excellent	
Good	excellent	Good	Good	Good	
excellent	excellent	excellent	excellent	excellent	
excellent	excellent	excellent	excellent	excellent	

Social skills and competences	<ul style="list-style-type: none"> <li>-Based on my previous experiences when working with other colleagues, I have always taken under consideration their opinions and thoughts and I've always considered my employee's opinion according to my decision making. Teamwork is the kind of value every person should demonstrate in order for our society to be more solid and compact.</li> <li>-Ability to work within a team and use own initiative, good interpersonal skills.</li> <li>-Punctual, correct, and reliable, very good organizational skills.</li> <li>- Keep confidentiality whenever is required</li> </ul>
Organisational skills and competences	Very good organisational skills and ability to work under pressure. I always aim at offering what I can to contribute intellectually all my potential and abilities
Technical skills and competences	IT packages Word, Excel PowerPoint and Networking.
Driving licence	Class B