|  |  |
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| **European****Curriculum Vitae** | arisela formular.jpg |
|  |  |
| **Personal information** |  |
| Surname/ First name | **Hebovija ARISELA** |
| Address |  Rr. Ndre Mjeda, Tirana, Albania |
| Telephone |  | Mobile: | 035550697821437 |
| E-mail | arisela\_4@hotmail.com/ arisela.hebovija@uet.edu.al |
| Nationality | Albanian |
|  |  |
| Date of birth | 24 March 1991 |
|  |  |
| Gender | Female |
|  |  |
|  |  |
| **Work experience** |  |
|  |  |
| Current Projects | 1. January 2018- still working

**Translator Albanian to English***(Emigration Documents)*B-31, Street No3 ,Kanti Nagar Extention,Near Welcome Metro Station,  New Delhi 110051 (INDIA)Phone No-011-65105150[www.linguaworldservices.com](http://www.linguaworldservices.com/)infor@linguaworldservices.com |
| Previous Projects | 1. 3 month translation projects with NGO-s

**English- Albanian (vice versa)****Italian- English****Italian- Albanian (vice versa)****French- Albanian** |
| Previous jobs | 1. September 2012- June 2015

**Payment’s operator** Debt Collection – **Italian- Albanian** **English- Albanian***Managing the files of the debtors (energy, water and gas bills). , Inserting payment and staying in contact by phone, mail or fax. Inserting payments in the system and performing the procedures of closing the problematic files.*Telknet, Condor Center, Rr. Kavajes, Tirane |
| Scholarship job | 1. April 2011 – October 2011

**Albanian- ENGLISH****Coordination Officer** for Shkodra District, Public Opinion Center of AAEG (Albanian- American Education Group ) (volunteer job) Public Opinion Department*Coordinating surveys, mapping the target areas and target groups, reporting about the agent’s work and everyday result.*Public Opinion Center of AAEG, first km, Tirana- Durres Highway. |
| Scholarship job | 1. January 2010- July 2010

**Translator of the University’s documents** Administrative translation*Translating documents* ***English- Albanian, Albanian- English*** American University of Tirana Campus |
| Scholarship job | 1. July 2009- October 2011

**Marketing- Promotion coordinator** Marketing and Promotion Department*Developing the marketing strategy* American University of Tirana Campus |
|  |  |
| **Education and training** |  |
|  |  |
| Dates | **2009- 2012**  |
| Title of qualification awarded | Studies **conducted in English**, 3 years “**Politics and Governance**”  |
|  |  |
| Name and type of organization providing education and training | **American University of Tirana**, Sciences and Humanities, Political Sciences.  |
| Level in national or international classification | 9.4 (out of 10),  |
|  |  |
|  |  |
| Dates | **2014-2015** |
| Titles of qualification awarded |  “**Political Science”** (transferred) |
| Name and type of organization providing education and training | **University of Tirana**, Social Sciences Faculty |
| Level in national or international classification | 8.5 (out of 10) |
| Dates | **2015- 2017**  |
| Title of qualification awarded | Master of Science, **Political Regional Studies** |
| Name and type of organization providing education and training |  University of Tirana, Social Sciences Faculty9.2 (out of 10) |
|  |  |
|  |  |
| Trainings  | 1. “European Academy” from ASAN (Albanian Student Abroad Network)
2. “Studies on the new strategy of Nato” from AIFR (Albanian Institute for Foreign Relations)
3. “Effective employee communication for corporate success”, City College, International Faculty of University of Sheffield, at the American University of Tirana campus.
4. “Matters of security for Albania”, by Arben Imami, Albanian Minister of Defense.
5. Internship in AME (Albanian Ministry of Education)
 |
| **Personal skills and competences** |  |
|  |  |
| Mother tongue(s) | **Albanian** |
|  |  |
| Other language(s) | English, Italian, Spanish, French |
| Self-assessment |  | **Understanding** | **Speaking and writing** |
|  *European level* |  | Listening | Reading | Spoken interaction | Spoken production | Writing |
| **English** |  |  | C2 |  | C2 |  | C2 |  | C2 |  | C2 |
| **Italian** |  |  | C2 |  | C2 |  | C1 |  |  C1 |  |  C1 |
| **French**  |  |  | B2 |  | B2 |  | B2 |  | B2 |  |  B2 |
| **Spanish** |  |  | B1 |  | A2 |  | A2 |  | A2 |  |  A2 |
| Computer skills and competences | Microsoft OfficeBeginner “Financa 5”  |
|  |  |