**Artan Pupa**, Translator and Interpreter

 From Albanian to English and English to Albanian

**DETAILS**

++355 68 257 9211

**SKILLS**

-Interpersonal and Communication Skills;

-Ability to work under pressure;

-Self-motivation;

-Good time management;

-Flexibility and Adaptability.

**LANGUAGES**

Albanian (native language)

English (near-native)

Italian (advanced)

 **Email: tanipupa@gmail.com**

**PROFILE**

I am a Bachelor graduate of linguistics from the Tirana State University since 1991. I am a freelance translator from Albanian into English and vice versa. I am experienced, motivated and disciplined person who always meets set objectives. My work experience in interpreting/translating in all required levels and forms has increased my abilities and skills and has developed a profound understanding of any required translation job.

**EDUCATION**

**Tirana State University, Linguistics, Bachelor**

Sep 1987 – Jun 1991, Tirana

Diploma: “High Education Teacher of English”, June 1991
Core courses taken:   Linguistics, Pedagogy, Translation, Literature, History, Philosophy, Psychology, Political Economy, etc.

**EMPLOYMENT HISTORY**

**Freelance Translator and Teacher of English**

Sep 2010 – Aug 2019, Tirana

-Translation/Interpretation upon request and Private English classes.

**Translator/Interpreter, Albaglobal, Translation Agency**

Sep 2010 – Apr 2010, Tirana

-Translation of specialized materials through TRADOS;

-Simultaneous interpretation in various conferences, workshops, etc.

**Language Editor/Journalist, CRI (China Radio International)**

Dec 2008 – Sep 2010, Beijing

-Editing of broadcast materials in Albanian language;

​-Preparation of touristic radio features in Albanian language.

**Journalist /Translator / Speaker, Albanian Public Radio Television**

Feb 2007 – Dec 2008, Tirana

-Preparation (formulation or translation) of news in English language;

- ​Preparation of radio features for the Broadcast in English Language;

- ​Speaker of English Language Broadcast.

**Freelance Teacher of English and Freelance translator**

Sep 2005 – Nov 2007, Tirana

-Providing private English classes;

-Translator/Interpreter upon request.

**Project Assistant, ICMPD (International Centre for Migration Policy Development)**

Aug 2002 – Apr 2005, Tirana

-Assisting in the preparation and contribution in drafting of an Action Plan for Integrated Border Management in Albania;

-Carrying out research work in finding basic material,
statistics, other data etc, (by making use mainly official and media sources) in support to the Project;

-Support and participation in training seminars;
-Organizing study visits in the Border Crossing Points;

-Translation of findings from source language into English and the other way, other translation jobs as required.

**Teacher of English, Foreign Languages Center**

Sep 1997 – Jan 1998, Tirana

-Delivering English classes for university students:

-Text analysis, grammar, vocabulary, pronunciation, spoken English, mostly through dialogues, etc.

**Translator/Interpreter, Western European Union**

Nov 1997 – Jun 2001, Tirana

-Responsibilities in translating academic training materials;

-Participated in training courses as interpreter;
-Assisted in managing and preparing of the courses, editing, etc.

**Materials Developer, Children's Aid Direct**

Aug 1996 – Mar 2007, Tirana

-Produced and translated information and training materials and adapted them to the country conditions, in support to the project in course;

-​Liaison Officer with other public institutions and other organizations involved in the project.

**Project Manager, Feed The Children**

Oct 1995 – Jul 1996, Tirana

-​Responsible for the rehabilitation of school conditions in north-eastern Albania, as part of a program;

-​Preparation of the paperwork, checking the budget,
following up and checking closely the ongoing of the works;