



Eris Capuni



Rr. Elton Frroku, Tirane, Albania

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Sex Male | Date of birth 11/05/1988 | Nationality Albanian

WORK EXPERIENCE

(01/02/2017- Ongoing)

Lecturer at "English Business Link Albania", Tirane

- Preparing lesson plans
- Preparing handouts and extra activities for specific purpose
- Report to the Head of Section
- Teaching elementary, intermediate and advanced English classes
- Responsible for the teaching process and the translation process
- Managing the SAC materials and Center's facilities in general for the aim of helping the students in learning English

(01/10/2014-01/02/2020)

Lecturer at "Ministry of Defence", Tirane

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(01/05/2013-01/10/2014)

Lecturer at "Ministry of Defence", Tirane

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(01/09/2009-01/09/2011)

IT support specialist

- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Monitoring and maintaining computer systems and networks

EDUCATION AND TRAINING

(01/11/2010 - 23/3/2012)

University of Elbasan-Faculty of Human Science-Professional Master in English Language

• MNP type diploma (First Level Master)

(01/10/2006-22/07/2010)

University of Elbasan-Faculty of Human Science- Departament of English Language

• DNP type diploma (First Level Degree)

(01/09/2002-01/06/2006)

Foreign Lanuage School "Mahmud Ali Cungu"

• Foreign Language School, English

(01/09/2002-01/06/2006)

"Elta Conference" - Teaching Methodologies

Training on teaching methodologies

PERSONAL SKILLS

Mother tongue

Albanian

Other language(s)

UNDERSTANDING		SPEAKING	
Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2
B1+	B1	B1	A2
	Reading C2	Reading Spoken interaction C2 C2	Reading Spoken Spoken production C2 C2 C2 C2

English

Italian

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Communication skills

- Verbal communication: The ability to articulate thoughts and ideas clearly and effectively in person or over the phone.
- Written communication: The ability to write professional emails, reports, and other documents that are clear, concise, and accurate.
- Active listening: The ability to listen attentively and understand what others are





Curriculum Vitae

saying, and respond appropriately.

- Nonverbal communication: The ability to use body language, facial expressions, and tone of voice to convey messages effectively.
- Presentation skills: The ability to deliver a presentation to an audience in a clear, engaging, and persuasive manner.
- Interpersonal skills: The ability to work well with others, build relationships, and collaborate effectively.

Organisational / managerial skills

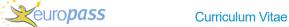
- Time management: The ability to prioritize tasks, manage deadlines, and use time effectively.
- Attention to detail: The ability to pay close attention to details, and to ensure that work is accurate and error-free.
- Multitasking: The ability to handle multiple tasks and projects simultaneously, and to switch between them as needed.
- Problem-solving: The ability to identify problems, analyze information, and develop solutions.
- Decision-making: The ability to make sound decisions based on available information and analysis.
- Adaptability: The ability to adapt to changing circumstances and priorities, and to adjust plans and strategies accordingly.

Job-related skills

- Communication Cultural awareness: The ability to understand and appreciate different cultures, and to adapt communication styles and teaching methods accordingly.
- Patience: The ability to work with students or clients who may have different learning styles or abilities, and to provide support and guidance as needed.
- Attention to detail: The ability to pay close attention to details, and to ensure that translations and other work are accurate and error-free.
- Adaptability: The ability to adapt to changing circumstances and priorities, and to adjust teaching methods or translation strategies accordingly.
- Interpersonal skills: The ability to work well with others, and to build strong relationships with students, clients, and colleagues.
- Creativity: The ability to dvelop innovative teaching methods or translation strategies, and to think outside the box when faced with challenges.

Computer skills

- Internet: The ability to use a web browser to search for information and navigate websites.
- Word processing: The ability to use word processing software to create and edit documents.
- Spreadsheets: The ability to use spreadsheet software to create and manage data.
- Presentations: The ability to use presentation software to create and deliver



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presentations.

- File management: The ability to create, save, and manage files and folders on a computer.
- Basic troubleshooting: The ability to identify and resolve basic computer issues, such as restarting a computer or clearing a cache.

Driving licence • B