Curriculum Vitae

Personal information

First name / Surname	Iliona Qejvanaj
Home address	Fotomara 46, 117 45 Neos Kosmos Attica, Greece
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E-mail	Iliona_02@hotmail.com Iliona.qejvanaj@gmail.com
Nationality	Albanian/Greek (holder of National Greek ID)
Date of birth	12 August 1979
Gender	Female
Other contact details	Skype ID: Iliona.Qejvanaj

Work experience

Translations related

Dates	1998 – 2002
Occupation or position held	In-house translator
Main activities and responsibilities	Translation of all types of legal, general, technical, business, banking, financial, education, HR, EU, Immigration, Medical, Cosmetics, Pharmaceuticals texts from English and Italian into Albanian such as: contracts, agreements, affidavits, statements, judicial acts, decisions, verdicts, laws, decrees, memorandums of understanding, internal memorandums, statute of companies, decisions of shareholders and board of directors, contract amendments, agreements (lease, employment, partnership, sale of business, rental, service level, etc.), employment contracts (general, sole trader, corporate company, fixed term, flexible, etc), business contracts (agency lease, commercial equipment, confidentiality agreements, consulting, services, etc), policies, certificates of birth, marriage and family status, certificates issued by various public authorities and private companies, diplomas, degrees, transcript of grades and programs of studies issued by educational institutions of all levels, immigration programs, user guides, guidelines, programs, technical specifications, part of websites, etc.
Name and address of employer	Public Notary Office, Tirana, Albania
Type of business or sector	Legal

Dates	*June 2013 – August 2013*
Occupation or position held	*Copywriter / Reviewer for Mobile marketing promotion campaign*
Main activities and responsibilities	• *Writing, editing, reviewing text messages for mobile marketing promotions in English and Albanian.* • *Translation of text messages from English into Albanian and editing content according to the technical specifications provided by the technical team.* • *Translation and editing of website content from English into Albanian.*
Name and address of employer	*Upstream S.A., Athens, Greece*
Type of business or sector	*Mobile Marketing*

Dates	*Sep. 2011 – June 2012*
Occupation or position held	*Copywriter / Reviewer for Mobile marketing promotion campaign*

Main activities and responsibilities	• *Writing, editing, reviewing text messages for mobile marketing promotions in English and Albanian.* • *Translation of text messages from English into Albanian and editing content according to the technical specifications provided by the technical team.* • *Translation and editing of website content from English into Albanian.*
Name and address of employer	*Upstream S.A., Athens, Greece*
Type of business or sector	*Mobile Marketing*
Dates	2004 – present
Occupation or position held	Part-time and full-time freelance translator
Main activities and responsibilities	Translation of various documents in many fields including legal, technical, computer-related, part of websites, software, programs, portal contents, IT, telecommunication, business, mechanics, marketing, financial, medical, mechanical, education texts for various translation companies and agencies. • Translation and proofreading of a project of 20.000 words from English into Albanian in the field of Human Resources advisory services; • Translation of a project of approximately 500.000 words from Greek into Albanian in the field of mechanical engineering; • Translation of technical texts like manuals, user's guide, website content, online games, instructions of use; training materials, etc; • Translation of general documents like certificates of birth, marriage and family status from English, Greek and Italian into Albanian.
Work experience	Not related to Translations
Dates	Apr. 2007 – Jan. 2011
Occupation or position held	IT Consultant

Main activities and responsibilities	Administrative and financial management of ICT projects co-funded by the European Commission. The daily tasks include the following: • coordination of the contractual, administrative and management tasks of the project from its start to its successful finalization; • everyday communication with members of consortium, as well as with the Project Officer concerning specific contractual, financial and reporting requests, queries and clarifications; • preparation and collection of official documentation for the preparation of the consortium agreement, EC contract; • assisting in the preparation of the consortium agreement and any related legal agreement in close collaboration with the legal department and technical team; • assisting consortium members in the collection of input for the preparation of periodic activity and management reports; • preparation of periodic and final activity and management report in close collaboration with the technical and financial responsible persons of the consortium members; • request of input, preparation of drafts and final versions of dissemination plan and strategy until the submission of the final respective deliverables; • follow-up of dissemination activities performed and events attended by the consortium members in the framework of the project development and elaboration of the collected input to be presented in the project's website, related materials and contractual deliverables; • assisting consortium members in the preparation of their individual Financial Statements; • coordinating all administrative and financial reporting documents; • incorporation of input received in the final version of dissemination plan, activity and management reports; • preparation of presentations for project meetings (plenary meetings, pre-review and review meetings); • participation in plenary, pre-review and review meetings with consortium members and project officer (EC representative in charge for the project development); • preparation of reports of distribution of community contribution (report to EC the payments distributed to the project contractors as per contractual funding scheme);

- calculation of the amounts corresponding to the effort claimed after their successful performance and acceptance by the EC and distribution of the respective payments received during the development of the project to the projects partners as per contractual funding scheme;
- preparation of the project internal time-plan in close collaboration with the technical team and/or technical project manager;
- preparation of project's initial internal budget and updating them on a semester and yearly basis;
- preparation of contract amendments resulting from changes in the composition of the project consortium; funding scheme and changes into the distribution of the effort per partner from the one that was initially planned;
- assisting in transfer of budget between consortium members, preparing the necessary documentation as well as reflecting all the respective changes in the contractual documents such as Annex I to the EC contract: Description of Work and any other relevant official documents;
- preparation of monthly internal budgets reflecting the up-to-date situation in terms of budget consumption;
- collection of individual partners input of effort claimed and budget consumed and their incorporation into various reports presenting the up-to-date status of the overall project's budget in terms of effort claimed and budget consumed;
- check of accuracy of the effort claimed and corresponding costs as reflected into the quarter, semester or annual reports and draft financial statement(s) for approval from the project's co-ordinator prior to final submission to the EC financial services for acceptance;
  involvement in the check and proofreading of the content of the multilingual website of project OSR: OpenScienceResources (http://www.osrportal.eu/) available in eight (8) languages. I was mainly involved in the check of the content accuracy in all eight languages well as in the daily check and follow-up of the updates, formatting of the content, proper functionality of URLs in close collaboration with the technical team in charge of the website maintenance and update.

Name and address of employer	INTRASOFT International S.A., 19,7 km Markopoulou Avenue, 190 02 Peania, Athens, Greece
Type of business or sector	Information and Communication Technology Services
Dates	*Dec. 2006 – Mar. 2007*
Occupation or position held	*Instructor*
Main activities and responsibilities	*Preparation of students for ICT certification exams in computer literacy including:* • *Introduction to internet;* • *Ms Outlook;* • *Ms Word;* • *Ms Excel;* • *Ms Outlook.*
Name and address of employer	*IEK DOMI, Xarilaou Trikoupi, Athens, Greece*
Type of business or sector	*Education*
Dates	Jun. 2004 – May 2006
Occupation or position held	Bank Clerk

Main activities and responsibilities	In charge of the following tasks: • customer service Representative; • teller; • overdue loans' collection; • development, update & support of a Ms.Access database of potential customers; • banking advisor (direct and indirect sales in-house); • reception desk and call centre representative.
Name and address of employer	Intesa SanPaolo Bank, Greek Branch (former American Bank of Albania-Greek Branch), Emm. Benaki 14, 10678 Athens, Greece
Type of business or sector	Banking

Education

Dates	2011
Title of qualification awarded	MBA for Executives
Major	Business Administration
Name and type of organisation providing education and training	University of Indianapolis – Athens Campus, School of Business, Athens, Greece

Dates	2009
Title of qualification awarded	Bachelor of Law
Major	Law
Name and type of organisation providing education and training	University of Tirana, Law School, Department of Legal Studies, Tirana, Albania

Dates	2002
Title of qualification awarded	Bachelor of Sciences
Major	Computer Sciences
Name and type of organisation providing education and training	University of Tirana, School of Sciences, Department of Computer Sciences, Tirana, Albania

Language Certificates

Dates	2002
Title of qualification awarded	Certificate of language proficiency
Principal subjects/occupational skills covered	Greek language
Name and type of organisation providing education and training	Kapodestrian University, School of Philology, Department of Modern Greek language, Athens, Greece

Dates	2000
Title of qualification awarded	Certificate of attendance
Principal subjects/occupational skills covered	Italian Philology

Name and type of organisation providing education and training	University of Tirana, School of Language Studies, Tirana, Albania
Dates	1999
Title of qualification awarded	Certificate of language proficiency
Principal subjects/occupational skills covered	English language
Name and type of organisation providing education and training	University of Tirana, School of Language Studies, Department of English Philology, Tirana, Albania
Dates	1999
Title of qualification awarded	Certificate of language proficiency
Principal subjects/occupational skills covered	Italian language
Name and type of organisation providing education and training	University of Tirana, School of Language Studies, Department of Italian Philology, Tirana, Albania

Personal skills and competences

Mother tongue: Albanian

Other languages:

- Greek (native level)
- English (fluent)
- Italian (very good)

Computer skills and competences:

Softwares:
Ms Office, Ms Project, Indesign, ABBY Fine Reader, Foxit Reader, SPSS, Minitab, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Dreamweaver, Corel Draw,

CAT Tools:
Trados, WordFast, SDLX