



klaudia.rama9@gmail.com



+355692955068



Tirana, Albania

SKILLS

Microsoft Office

Internet Research

Writing

Fast and efficient in different tasks

Respecting deadlines without compromising quality for different work projects

LANGUAGES

Albanian

Native or Bilingual Proficiency

English

Full Professional Proficiency

Italian

Full Professional Proficiency

Spanish

Professional Working Proficiency

German

Professional Working Proficiency

INTERESTS

Reading, Drawing,
Cooking, Fitness

Klaudia Rama

Translator

Teacher and Translation professional with a passion for foreign languages

WORK EXPERIENCE

Translator

Star Translation

10/2018 – 11/2019

Tirana, Albania

Achievements/Tasks

- Global company specialized in technical translation.
- Job consisted of translation of manuals and product description, localisation and proofreading.
- Languages I worked with: English, Italian, German.

Contact for reference: Everest Kallaku – +355 69 433 8512

Secretary/Translator

Adriatica Brokerage Shpk.

06/2017 – 10/2018

Tirana, Albania

Achievements/Tasks

- Office Assistance and secretary duties.
- Translation of email correspondence and commercial contracts between parties.
- Human resources department support.

Office Coordinator

T.A.L.I.S HBL

05/2016 – 07/2016

Tirana, Albania

Achievements/Tasks

- Coordination of work and tasks of the different office departments.
- Daily Email correspondence. Human resources assistance by interviewing potential employees.
- Translating emails and documents from Italian to Albanian and English to Albanian.

Teacher

Opportunity Language Center

09/2015 – 01/2016

Achievements/Tasks

- Teaching German as a foreign language. Working with students between 12-20 years old.
- Working with students between 12-20 years old.
- Preparing program for daily classes, depending on the methodology used.

CERTIFICATES

IELTS

English Proficiency Certificate

EDUCATION

Master's Degree in Teaching

University of Tirana, Faculty of Foreign Languages.

10/2012 – 06/2016

Tirana, Albania

Bachelor's Degree in Translation

University of Tirana, Faculty of Foreign Languages

10/2009 – 06/2012