** Blerina Coka**

ENGLISH TEACHER/ FREELANCE TRANSLATOR/CONTENT WRITER

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Personal statement

A ESL, TEFL conscientious, hardworking, professional **English teacher**, **Freelance translator, content writer** writing in an academic way **(essays, articles, booklets)** and **proofreader** in **Freelancer.com** and **Proz.com** having translated **54000 words** in various translating projects, mainly **Social Sciences** (Literature and Psychology, Social Media )**Medicine** (Psychiatry, Cancer Imagery Analyses) and **Law Documentation** (Certificates, Contracts), **Business, Marketing and Economy**, **Test maker and Assessor** of State Compulsory English Exam, IELTS and TOEFL **Trainer**, **Undergraduate Trainer**( training 12th graders for the State Compulsory English Exam), **Career consultant** with extensive experience in teaching various age groups (first graders to 12th graders) and various subjects within English such as : **Science Terminology** (Biology, Chemistry, Physics, Biodiversity, Husbandry and Agriculture), **Business, Marketing and Tourism, Law and Documentation Terminology, Online English Teacher** teaching various students of various age brackets throughout the world etc. A highly organized and efficient individual, who has contributed to very successful results through effective organization, prioritization, and responsible, innovative and encouraging approach and attitude towards new challenges.

Key Skills

* Translating from one language to another various topics, fields (Law and Documentation, Medicine, Economy, Science and Social Sciences etc.)
* Proofreading and Editing books, essays, CVs
* Teaching all levels of English (A1 –C1 Elementary to Proficiency) and accredited exams such as IELTS, TOEFL, SAT, TOEIC
* Online English teaching
* Expert to the level of mother tongue in Greek,
* Expert in Turkish
* Creative Content Writing Skills
* Proficiency in all areas of Microsoft Office, Excel, Word and PowerPoint
* Excellent interpersonal communication skills,
* Test preparation and assessment of National Compulsory English Exam
* Subject Curriculum preparation and planning
* Highly Organized
* Flexibility and Adaptability
* Ability to Work Under Pressure
* Self-motivation
* Critical and Creative Thinking Skills

Employment History

**1. English Teacher in a private international school, Shkoder, Albania (IB, IGSCE, A and AS levels)** September 2005 – Present

**Description**: I work as an English Teacher for 14 years now teaching all categories of students (from first graders to undergraduate students). This year I am teaching again 11th grade and 12th grade students, levels B2,C1 respectively

For years now, I have been preparing undergraduate students for the national Compulsory English Exam they have to take in order to get into the university.

My duty, in years, has also been to teach various subjects’ terminology to the students as the lessons’ instruction in our school is in English

**2. Online Teacher.**

**Description.**I am a certified online English teacher too as I have successfully finished a four-week training on online teaching via **Future Learn** accredited course. I have been granted a certificate on online teaching issued by **TeachPitch** Organization and the Ministry of Education, Albania January 2020- to present

**3.** **Freelance translator and content writer (member of Proz.com, Freelancer.com)**

May 2019 to present

**Description**: I deal with different projects such as content writing, essay writing, translating and proofreading in the language pairs such as :

English- Albanian, English – Greek, Greek – Albanian, Albanian-Turkish, English -Turkish

Albanian- English, Greek – English, Albanian- Greek, Turkish Albanian , Turkish-English

In the period of time from May 2019 to present I have translated 49000 words

**4. Freelance Translator of legal documents (certificates, contracts etc.) in a Law Office**

**Description**: From time to time, I am awarded various translation projects which most of them have to be finished overnight (within hours). I translate in these language combinations: English, Greek, Albanian, Turkish

May 2019 to present

**5. English Teacher in the Vocational and Language Course Centre "Vision", Shkoder, Albania**

September 2018- March 2019

**Description:** My duty in this center was to teach IELTS, TOEFL, TOEIC

**6**. **Test maker** **and** **Assessor for the National Compulsory English Exam. at Agency of National Exams (AKP) in the Ministry of Education and Sports, Albania** May 2016 – Presen

**Description:** Since 2016, I serve as an Exam Assessor for the National Compulsory English Exam since I have a license issued from the Ministry of Education and Sports of Albania that allows and enables me to correct the test papers of the National English Exam taken by all undergraduate students of Albania as a criterion to get in the University

**7. Assistant Professor (part-time) of English Language at the Faculty of Tourism, University of Shkoder “Luigj Gurakuqi”, Albania** October 2005 – July 2008

**Description**: I served as an Assistant Professor of English Language teaching in the Faculty of Tourism, University of Shkoder **"Luigj Gurakuqi",** Shkoder Albania. My duty was to teach **English Language and Business/Marketing Terminology**

Achievements and responsibilities:



* Having Translated **224000 words (since June 2019)** in various translating projects, mainly **Social Sciences** (Literature and Psychology, Social Media )**Medicine** (Psychiatry, Cancer Imagery Analyses, Lab Analyses) and **Law Documentation** (Certificates, Contracts), **Business, Marketing and Economy**(This subject’s terminology I have taught to freshmen in the Faculty of Marketing-Tourism, University of Shkoder “ Luigj Gurakuqi” where I served as an assistant professor from 2005 -2008)
* Having translated a **160.000-word** long novel from **Turkish to Albanian (Literature)**
* Having a **BA with Honours in English Language** and having graduated from the university with a general evaluation average **of 9.02 out of 10 and with a Diploma Thesis assessment of 10.0 out of 10**
* Taken **8.0 in the IELTS** exam (school-based English Department exam)
* Acquired a Proficiency C1 language certificate in the **Greek Language** 95 out of 100 points issued by the University of Tirana, Faculty of Foreign Languages, Branch Greek language and Literature.
* Speaking fluently Turkish Language
* Felt extremely proud when students (12th graders) I trained for the national compulsory English exam came first in the national rank. The school I teach in (an IB, IGSCE, A and AS Levels private school whose subject’s instruction is in English) had the honour to be considered the best school in Albania for the English subject due to excellent results in the national English Exam (36 out of 52 students were evaluated with 10 out of 10)
* Been appointed the **Secretary of the Ethics Committee** of the school
* Been entitled **Student Career Consultant** providing advice on future career and writing reference letters for the undergraduate students when applying in various world universities through Common Applications
* Been accredited **Member of AKP** (Agency of National Examinations in the Ministry of Education Albania), **Test maker and Assessor of National Compulsory English Exam**
* Earned the title “**Qualified Teacher**” getting a certificate issued by the Ministry of Education, Albania
* Obtained the right to prepare undergraduate students for the National Compulsory English Exam
* Hired as an **English Teacher** in one of the most well-known schools of my country (still my current job)
* Got the position of the **Assistant Professor** in the Faculty of Tourism, University “Luigj Gurakuqi” after coming first in job competition exam

Education

* University of Shkoder “Luigj Gurakuqi”, Faculty of Foreign Languages, Branch of English Studies and Literature (Bachelor’s Degree in English Language)

October 2001 – July 2005

* TEFL Online course through Harley Oxford accredited course centre.
* Online teaching through Future Learn accredited course centre

Courses, Trainings and Certificates

1. **Online teaching Training** through FutureLearn (a four-week corse)

2.  **Curriculum Processes**, University "Bedër", Tirana, Albania May 2018 – June 2018

3. Course and Certificate as a **Test maker and Assessor** of the National Compulsory English Exam, issued by Agency of National Exams(AKP)in the Ministry of Education and Sports, Albania

May 2016 – June 2016

4. Course and Certificate on “**Teaching Skills”,** issued by SELT Academy and “Pilgrims” authorized center August 2015 – September 2015

5. Certification on **“School Documentation**” issued by authorized didactic center “Irisoft” and the Ministry of Education and Sports, Albania September 2014

6. Certification on **“Solution of Conflict**” issued by authorized didactic center “Irisoft” and the Ministry of Education and Sports, Albania November 2014

7. Certification on **“Motivation of Students**” issued by authorized didactic center “ISSETI” (Albanian Institution of Education Studies and Technology Information) and the Ministry of Education and Sports, Albania December 2014

8. Training and certification on “ **Professional Development”** issued by Cambridge English, ESOL Examinations, authorized center April 2014

9. Training and certificate on “ **Teaching Teenagers**” issued by “Oxford Teacher’s Academy and Oxford University Press December 2010

10. Computer course (Word, Excel) and certificate issued by the Vocational and Language Centre “Daut Borici”, Shkoder, Albania October 2002 – December 2002

Hobbies & Interests

* **Extensive Travelling**, **Sightseeing, Culture Acquisition** (Travelled to 40 countries of Europe, Asia, Africa and Middle East
* **Extensive reading**
* **Cycling**
* **Foreign Languages/ Translating and Content Writing**

Languages

* English **(Expert)** (holding a BA in English Language issued by the university of Shkoder “ Luigj Gurakuqi”, Faculty of Foreign Languages, Branch English Studies, Language and Literature 2005)
* Greek (**Expert)** Proficiency C1 language certificate in the **Greek Language** 95 out of 100 points issued by the University of Tirana, Faculty of Foreign Languages, Branch Greek language and Literature.
* Turkish **(Expert)**
* French (intermediate)
* Italian (intermediate)