

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Arjan Bilo**
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 E-mail(s) arjan.bilo@gmail.com
 Nationality Albanian
 Date of birth 17/12/1976

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>2008 -</p> <p>Linguist/Translator</p> <p>reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained; using specialist dictionaries, thesauri and reference books to find the closest equivalents for terminology and words used; using appropriate software for presentation and delivery; researching legal, technical and scientific phraseology to find the correct translation; liaising with clients to discuss any unclear points; proofreading and editing final translated versions; providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document; using the internet and email as research tools throughout the translation process; prioritising work to meet deadlines; providing quotations for translation services offered; consulting with experts in specialist areas; supplying subtitles for foreign films and television programmes; retaining and developing specialist knowledge on specialist areas of translation; networking and making contacts.</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p>	<p>06/05/2011 -</p> <p>Interpreter</p> <p>OSCE/ODIHR Long-Term Election Observation Mission to Albania for 2011 Local Elections</p> <p>OSCE/ODIHR Rr. Donika Kastrioti, Villa 6,, Tirana (Albania)</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>2009 - 2010</p> <p>Translator</p> <p>Translation of religious books: 1. This We Believe I (2009) (50 pages) 2. This We Believe II (2009) (50 pages) 3. This We Believe III (2009) (50 pages) 4. This We Believe IV (2009) (50 pages)</p>

	5. The Everlasting Gospel (2010) (50 pages) 6. The Lord Has Spoken (2010) (50 pages)
Name and address of employer	Adventist Church Vlore (Albania)
Dates	2008 - 2010
Occupation or position held	Translator
Main activities and responsibilities	Subtitle Translation: English to Albanian. Over 250 movies translated.
Name and address of employer	AMG (Albanian Media Group) At the Alexandria Tower, Vlore (Albania)
Dates	2002 - 2008
Occupation or position held	CRS Assistant/Translator
Main activities and responsibilities	Performing administrative duties for executive management, screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, translating and distributing correspondence, filing, performing fieldwork.
Name and address of employer	World Vision Albania Vlore (Albania)
Type of business or sector	Non-Profit
Dates	2004 - 2005
Occupation or position held	Translator
Main activities and responsibilities	Translation of two books: 1. Studies from the Book of Mark 2. Psalms
Name and address of employer	Brian Morgan 2043 Farndon Ave Los Altos, CA 94024, (United States)
Dates	2002 - 2003
Occupation or position held	English Teacher
Main activities and responsibilities	planning, preparing and delivering instructional activities that facilitate active learning experiences developing lesson plans establishing and communicating clear objectives for all learning activities preparing classroom for class activities providing a variety of learning materials and resources for use in educational activities identifying and selecting different instructional resources and methods to meet students' varying needs instructing and monitoring students in the use of learning materials and equipment using relevant technology to support instruction observing and evaluating student's performance and development assigning and grading class work, homework, tests and assignments providing appropriate feedback on work encouraging and monitoring the progress of individual students maintaining accurate and complete records of students' progress and development preparing required reports on students and activities managing student behaviour in the classroom by establishing and enforcing rules and procedures maintaining discipline in accordance with the rules and disciplinary systems of the school participating in department and school meetings, parent meetings communicating necessary information regularly to students, colleagues and parents regarding student progress and student needs keeping up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
Name and address of employer	Shkolla "Trifon Prifti" Vlore (Albania)
Dates	1997 - 2002

Occupation or position held	Local Evangelical Pastor
Main activities and responsibilities	Promoting the basic values of life to the young generation. Responsible for organizing several seminars, trainings, and group discussions. Dedication toward social change, to the improvement of human life conditions and developing the social mentalities in order to live together in a better society.
Name and address of employer	Church of the Nazarene Lushnje (Albania)
Dates	1997 - 2002
Occupation or position held	Guitarist
Main activities and responsibilities	Part of the Ekklesia Rock Band. 32 concerts around Albania Some of the concerts organized during Kosovo Crisis, bringing hope and entertainment to the broken families One of the concerts was performed before the NATO forces in Kucova, during Kosovo Crisis. One CD in circulation
Name and address of employer	Ekklesia Rock Band Lushnje (Albania)
Dates	1997 - 1998
Main activities and responsibilities	Part of one of the organized teams to Kosovo, helping with the traumatized man, women and children, who were affected by the war.
Name and address of employer	Operation Mobilization (OM) Lushnje (Albania)

Education and training

Dates	2012-2014
Title of qualification awarded	MA in Translation and Interpretation at University of Vlora, Albania
Dates	2004 - 2008
Title of qualification awarded	BiA English Language
Principal subjects / occupational skills covered	1. Theory and Practice of Translation 2. American History 3 English History 4. American Literature 5. English Literature 6. English writing style 5. Composition 6. Intensive Reading
Name and type of organisation providing education and training	University of Vlora "Ismail Qemali" Vlore (Albania)
Dates	2004 - 2005
Title of qualification awarded	Assistant Researcher
Principal subjects / occupational skills covered	Doing research in English Interpretation and Translation.
Name and type of organisation providing education and training	Monterey Institute of Translation Studies Monterey (CA, USA)
Dates	1997 - 2000
Title of qualification awarded	Specialization in Theological Theory (3 years)
Principal subjects / occupational skills	Church History

covered
 General Theology
 Practical Theology
 Theory of Teaching and Preaching
 Bible Interpretation
 Missions

Name and type of organisation providing education and training
 ABI (Albanian Bible Institute)
 Durres (Albania)

Dates
 1991 - 2005

Title of qualification awarded
 High School Diploma

Name and type of organisation providing education and training
 Mihal Davidhi School
 Lushnje (Albania)

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment
 European level (*)

English
Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences
 Strong referential values of fairness, equity and dignity
 Ability to establish and maintain good working relations with people of different national and cultural backgrounds
 Good to communicate with people with diverse background, based on many years of experience in very varied social, national, and international contexts
 Gets easily in contact with strangers
 End-oriented work capacity
 Problem-solving attitude
 Responsibility, self-respect and self-reliance
 Ability to live and/or serve in hardship locations

Organisational skills and competences
 During my experience I have been responsible for organizing several seminars, trainings, and group discussions.

Computer skills and competences
 Excellent Computer Proficiency, in:
 Editing: Microsoft Word, Microsoft PowerPoint, Adobe PageMaker, Adobe Acrobat Professional
 Databases: Microsoft Excel
 PhotoEditing: AdobePhotoshop, AdobePhotoShop, CorelPhotoPaint
 PC Operation Systems: Windows 2007, Windows XP, Windows Vista, Mac OS X
 Networking: Outlook Express, Microsoft Outlook, Web 2.0
 Technical and practical abilities in desk publishing.

Artistic skills and competences
 Guitar (self trained), writing poetry

Other skills and competences
 Chess, soccer, ping pong, cooking, reading

Driving licence(s) **B**

Additional information

Please contact me for additional information