

## PERSONAL INFORMATION

Name: Anxhela Çikopano (Hoxha)  
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Nationality: Albanian  
Date of birth: 23 May 1979

## WORK EXPERIENCE

Dates (from – to) / Name and address of employer / Type of business or sector / Occupation or position held / Main activities and responsibilities

May 2012 - **current** / Morava Publishing House / Publishing / Freelance translator / Translate artistic literature: from English - "The tiger's wife"

October 2011 - **current** / Massive Media NV / Social Network / Freelance Albanian Moderator and Translator (translator of the whole Albanian version of Twoo.com webpage)

September 2011 - **current** / "New Moment Tirana" / Advertising / Copywriter (& Account Executive)

January 2010 - **current** / Botart Publishing House / Publishing / Freelance translator / Translate psychology literature: from Italian - "L'autostima dei bambini da 0 a 6 anni", from English: "The girl's book of secrets"

November 2009 - **current** / Dudaj Publishing House / Publishing / Freelance translator / Translate artistic literature: from English - "The Private Lives of Pippa Lee"; from Italian: "I kill"

February 2006 - **current** / MaxEditions / Publishing / Freelance translator / Translate historic, technical and artistic literature: from Italian - "The Europe domination in the world", "The world in war", "Hollywood and the Mob" – historic, architectural and multicultural literature; from English - "Method 1, 2, 3 for successful managers" – technical literature; "Snobs", "The constant gardener" – artistic literature; from German: "A problem for every solution", "Whispering child"

([Through TranslatorsCafe.com](#)) December 2011 - Freelance translation for Bostico International - legal document

([Through TranslatorsCafe.com](#)) June 2011 - Freelance translation for Alexey Belyaev - Prague tourist guide

- June 2012 - Transcript and Albanian to English translation of the auditions of "Forgiveness of blood" for the Los Angeles based "Subtext Subtitling"
- January 2012 - Scriptwriter & Coodirector of the short documentary "Dreams of the left behind children" - Part of "Circles" - a Soros project
- December 2010 - August 2011 / "Marin Barleti" University / Education / Web moderator / Responsible for updating the university web-page, facebook page, develop database, translating, editing, performing related work as required
- June 2010 - December 2010 / "Marin Barleti" University / Education / Front Office / Contact directly with the customers and liaise with the back-office (administrative) departments to maintain a two-way flow of information; translation, edit and page up services according to the needs
- February 2010 – May 2010 / Le Spot / Advertisement agency / Event Manager & Coordinator / Construct budgets, establish dates and alternate dates, select and reserve the event site, acquire permits, coordinate transportation and parking, develop a theme or motif for the event, arrange for speakers and alternate speakers, coordinate location support (such as electricity and other utilities), arrange decor, tables, chairs, tents, event support and security, catering, police, fire, portable toilets, parking, signage, emergency plans, health care professionals, and cleanup; implement different branding processes and coordinate purchases
- February 2010 – February 2010 / SKINCOM Srl / Solar tent manufacturer / Freelance translator / Translator of the commercial and technical analysis 2010
- January 2010 – February 2010 / Journeyman Pictures / Cinematography / Freelance translator / Translator of the full feature script "The forgiveness of blood" – co-written and directed by Joshua Marston (from English) – Winner of the Silver Bear as the best original script in Berlinale 2011

- December 2009 – February 2010 / Botimpex / Export-Import Agency; Publishing / Office Manager / Plan and manage orders, invoices, data registration, communications, official correspondence, archives, translate and take care of all related documents
- December 2009 – December 2009 / TIFF (Tirana Film Festival) / Cinematography / Freelance Interpreter / Interpret the Italian copywriter and director Giovanni Robbiano lesson on script and story writing in cinematography and journalism
- May 2009 – June 2009 / Zig-Zag Film / Cinematography / Script Supervisor-Continuity – “Pharmacon” / Take technical notes for postproduction; take care of continuity; supervise the script dialogues
- June 2008 – July 2008 / ArtFilm / Cinematography / Script Supervisor-Continuity – “Alive!” / Take technical notes for postproduction; take care of continuity; supervise the script dialogues
- May 2008 – June 2008 / ArtFilm / Cinematography / Direction Secretary, Translator - “Alive!” / Supervise changes in the script, file documents, translate script changes, contracts, other related materials, organize appointments, e-mails, etc.
- January 2008 – May 2008 / ArtFilm / Cinematography / Casting Director - “Alive!” / Find and file actors; organize and head auditions; negotiate payments; organize and direct rehearsals
- March 2008 – May 2008 / News24 / Media / Producer, Director – “Një ëndërr sa një dhomë” / Produce a prime-time reality-show; direct a prime-time reality-show; execute the production; marketing the reality-show; write the script of the show
- September 2005 – October 2007 / KlanTv (National TV) / Media / Assistant director (Production manager) – “Kutia e Fundit” / Assist the live broadcast; organize the attendants and the studio-audience; manage the purchases of the production; assist and organize every aspect of the production
- October 2005 – January 2006 / KlanTv (National TV) / Media / Director – “Ora 7” / Co-direct a live morning tv-show
- January 2008 – July 2008 / DigitAlb / Media / Journalist-Translator / In charge for the cultural, financial news and curiosities around the world in My Music; translate news, movies and documentaries; translate "Making of"s
- December 2003 – December 2004 / Top Channel (National TV) / Media / Assistant director (and Production Manager) – “Portokalli” / Assist the live performance of a stand-up comedy show; assist and manage every detail the TV-production from casting to live show; manage all the purchases for the production; find and translate stand-up comedy materials and books concerning the matter; file documents relating to the show
- December 2002 – December 2003 / Top Channel (National TV) / Media / Production Manager – “Fiks Fare”, “Good Morning Albania” / Manage the whole production of a prime-time TV-show; assist every detail until to the broadcast of the prime-time TV-show - Manage the production of a morning TV-show ; assist the live broadcast of the TV-show
- December 2002 – December 2004 / Top Channel (National TV) / Media / Freelance Translator / Translate showbiz and other news
- May 2003 – May 2003 / Ministry of Culture, Youth, Sports and Non-residential Matters of Kosovo / Government Institution / Writer – “Kulla” Write the adaption of a feature movie (Winner of the 1st prize in the contest organized by the Ministry of Culture, Youth, Sports and Non-residential Matters of Kosovo)
- April 2003 – April 2003 / International Center of Culture of Albania / Cultural Activities / Director / Director of a high-school competition performance – Winner of the 1st prize, best show June 2002 – November 2002 / Gjeli Vizion / Media / Freelance Translator / Translate movies and documentaries
- March 2002 – April 2002 / Zig-Zag Film / Cinematography / Script Supervisor-Continuity; Assistant Director – “Lule të kuqe, lule të zeza” / Take technical notes for postproduction; take care of continuity; supervise the script dialogs; Organize the shooting set ; assist the set for every artistic detail ; manage large shots with many extras
- October 2001 – October 2001 / A.S.P. & EraFilm / Cinematography / Script Supervisor-Continuity - “Letra ere” / Take technical notes for postproduction; take care of continuity; supervise the script dialogs
- June 2001 – June 2001 / Eurofilm Prod / Cinematography / Script Supervisor-Continuity; Assistant Director – “Butrinti” / Take technical notes for postproduction; take care of continuity; supervise the

script dialogs; Organize the shooting set ; assist the set for every artistic detail ; manage large shots with many extras

- May 2001 – May 2001 / B & G Prod/ Cinematography / Script Supervisor/ Continuity; Assistant Director – “Ëngjëlli Blu” / Take technical notes for postproduction; take care of continuity; supervise the script dialogs; Organize the shooting set ; assist the set for every artistic detail ; manage large shots with many extras

- April 2001 – April 2001 / International Center of Culture of Albania / Cultural Activities / Director / Director of a high-school competition performance – Winner of the 1st prize, best show

- October 2000 – October 2000 / Academy of Fine Arts / Theater / Assistant Director – “Karriget” / Assist technical and artistic details of the theatrical performance production

- August 2000 – August 2000 / KKOçi Prod / Cinematography / 1st Assistant Director; Script Supervisor-Continuity – “Tirana Year Zero” / Organize the shooting set ; assist the set for every artistic detail ; manage large shots with many extras; Take technical notes for postproduction; take care of continuity; supervise the script dialogs

- May 2000 – May 2000 / Academy of Fine Arts / Theater / Actress – “Ndrikullat” / Perform

- May 2000 – May 2000 / National Albanian Film Archive / Cinematography Archive / Freelance Interpreter / Interpret simultaneously movies during the Swiss movies week

- November 1999 – December 2001 / Academy of Fine Arts / Administration / Member of the Senate of the Academy of Fine Arts – Representative of the Stage Art Faculty / Raise students problems; vote for changes in administration, titles and other matters, etc.

- May 1999 – September 1999 / Calvin Multimedia Group & Klan TV / Telefilm / Actress – “Unë, ti dhe Kasandra” / Perform

- May 1998 – May 1998 / Soros / Debate / Debate Contestant / Winner of the 1st prize

#### EDUCATION AND TRAINING

Dates (from – to) / Name and type of organization providing education and training / Principal subjects/occupational skills covered / Title of qualification awarded

- 2012 - **current** Post graduate studies (PhD) - Ethnology

- 1998 – 2002 / Academy of Fine Arts, Tirana / Theater and Stage Director, Acting, Professional artistic, philosophy, psychology knowledge, Technical English / Director (MA)

- 1994 - 1997 / “Sami Frashëri” High School / German Language / No certificate

- 1994 - 1998 / “Sami Frashëri” High School / General Knowledge / High School Diploma

- 1989 - 1993 / Minerva Rusi, Italian language instructor / Italian Language / No certificate

#### PERSONAL SKILLS AND COMPETENCES

Mother tongue ALBANIAN

English

Reading skills Excellent

Writing skills Excellent

Verbal skills Excellent

Italian

Reading skills Excellent

Writing skills Excellent

Verbal skills Excellent

German

Reading skills Very good

Writing skills Very good

Verbal skills Very good

## TECHNICAL SKILLS AND COMPETENCES

Microsoft Office – Excellent  
Adobe Acrobat – Excellent  
Internet Browsers – Excellent  
All Digital Media Programs - Excellent  
Adobe Photoshop – Very Good  
Adobe PageMaker – Acceptable

### Services

Copywriting, Editing, Interpreting, Interpreting – Conference, Other, Project Management, Research, Subtitling, Teaching, Technical Writing, Terminology Research, Translation, Typesetting, Voice-Over

### Subject Areas

Acting and Directing, Advertising, Anthropology, Archaeology, Architecture, Art, Banking and Financial, Bible and Biblical Studies, Biology, Broadcast Journalism, Business Administration and Management, Business General, Business Marketing, Ceramics Arts and Ceramics, Child Care, Computer and Information Sciences, Computer Engineering, Computer Games and Gambling, Electronic Games, Games of Chance, Culinary Arts, Design and Applied Arts, Economics, Education, Entrepreneurship, Environmental Science, Ethnic and Cultural Studies, Fibre, Textile and Weaving, Film and Cinema Studies, Finance, Food Sciences, Genealogy/Family History Research, General, Health, History, Hospitality, Humanities and Humanistic Studies, Information Sciences and Systems, Internet, Journalism and Mass Communication, Linguistics, Literature, Manufacturing (Metal Working and Products, Instruments, Furniture, Printing, Clothing, etc.), Medieval and Renaissance Studies, Music, Music History and Literature, Philosophy, Photographic Arts, Photography, Political Science, Radio and Television Broadcasting, Religion, Religion and Religious Studies, Science (General), Sociology, Sport and Fitness, Telecommunications, Theatre, Theology and Theological Studies, Tourism and Travel, Transportation, Visual and Performing Arts, Women Studies, Zoology

### Voice-Over

Voice Languages: Albanian  
Voice Gender: Female Voice  
Voice Ages: Young Adult  
Type of Recording: Audio Books, Character Voices, Commercials, Documentaries, e-Learning, Imaging, Infomercials, Interactive Voice Response Telecom Applications (IVR), Narration, On-Camera Recordings, Political, Promos, Promos and Commercials, Real People, Trailers, Training DVD, Voicemail, Web site Audio