

# Alkida DEDE



## Contact

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## Nationality

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Albanian

## Date/Place of birth

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01.10.1988

Korca, Albania

## Summary

Experienced professional with the ability to learn fast and adapt in new environments. Extremely organized, time management and planning skills. Empathetic, cooperative with very good communication skills. Problem solving and confidential personality.

## Experience

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**Phone Interpreter – since 03/2021**

**GLOCCO s.r.o.**, Bratislava-Hrad, Slovakia

- Phone interpreting English – Albanian
- Interpreting different topics
- Assisting different institution in UK

**Admin Assistant/Travel Coordinator - 05/2016 to 11/2020**

**Spiecapag, VINCI**, Tirana, Albania

- TAP Project (Trans Adriatic Pipeline)
- Office organization, Travel organization for business trips of the staff, Assistance of Head of Office
- Internal and external communication
- Team coordination, event organization, flight bookings, hotel reservations, transport coordination, filing, records, register documentation, reports, invoice checking etc.

**Product Manager - 04/2013 to 03/2016**

**Albania Holidays**, Tirana, Albania

- Manager for the online selling and booking; contracting new hotels, restaurants, partner agencies etc., extra net and mapping, responsible for the German speaking market, product manager, preparing the group or FIT programs and managing the progress of the tour, costs and pricing, online updating and back up, customer support, events management etc.

**Freelance Translator - 08/2019 to Present**

**L.TXT**, Tallin, Estonia

- Maintained a high degree of professionalism at all times.
- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.
- Effectively used translation software to expedite project delivery and ensure accuracy.

## Driving license

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## Languages

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Albanian – Mother tongue

English – C1

German – C1

Spanish – B2

Greek – B1

Italian – B1

## Skills

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Verbal and written communication

Teamwork

Time management

Organizational skills

Planning

Empathy

Cooperation

Active listening

Nonverbal communication

Attention to detail

Problem solving

Motivating

Supervising

Interpersonal skills

Meeting deadlines

Discretion

Professionalism

Diplomacy

Leadership

Effectiveness

Credibility

Confidentiality

Conflict resolution

## Computer skills

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Microsoft Office (Outlook, Word, Excel, PowerPoint)

Spreadsheets

Email communication

Typing

Social media

**Freelance Translator** - 12/2017 to Present

**Laoret**, Graz, Austria

- Demonstrated written proficiency in multiple languages.
- Maintained a high degree of professionalism at all times.

**Freelance Translator** - 02/2017 to Present

**GAYA**, Martin, Slovakia

- Operated with a commitment to client satisfaction.
- Maintained a high degree of professionalism at all times.

**Freelance Translator** - 02/2016 to Present

**Polilingua**, New York City, United States & Berlin, Germany

- Maintained a high degree of professionalism at all times.
- Effectively used translation software to expedite project delivery and ensure accuracy.

**Freelance Translator** - 05/2015 to Present

**eLocalize**, Cairo, Egypt

- Maintained a high degree of professionalism at all times.
- Effectively used translation software to expedite project delivery and ensure accuracy.
- Operated with a commitment to client satisfaction.
- Demonstrated oral and written proficiencies in multiple languages.
- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.

**Teacher** - 10/2014 to 09/2015

**UNIVERSI Foreign Language Center**, Tirana, Albania

- Facilitated innovative learning experiences and hands-on learning.
- Assigned homework as an extension of learning German language.

**Teacher** - 10/2012 to 07/2014

**Kings Language Center**, Tirana, Albania

- Facilitated innovative learning experiences and hands-on learning.
- Assigned homework as an extension of learning German language.

**Freelance Translator** - 01/2011 to 10/2014

**Translations Switzerland**, Frauenfeld, Switzerland

- Translated legal documents from German into Albanian and vice-versa.

**Teacher** - 09/2011 to 04/2015

**Oxford Leader Center**, Tirana, Albania

- Demonstrated professional practices in teaching German language.

## Certifications

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### German Language

- Eurolingua Deutsch 1 (A1)
- Eurolingua Deutsch 1&2 (A2)
- Eurolingua Deutsch 2&3 (B1.1)
- Certificate German (B1)
- Certificate TestDaf

### English Language

- Certificate of completion
- Diploma (Full program completed)
- Cambridge, ESOL Examination

### Greek Language

- Ελληνικά Φροντιστήρια  
“ΑΡΙΣΤΟΤΕΛΗΣ” (Γ’ τάξη)

### Spanish Language

- Tirana University, Faculty of  
Foreign Languages (Grade 8)

- Leibniz University Hannover,  
Summer Academy, ECTS 3

- Friedrich-Schiller-Universität Jena,  
Kompaktseminar, “To understand  
the culture, the mediate culture”

- Participation on the German  
Teachers' Conference

- Computer Certificate: Çertifikatë

- Educational Centre Participation in  
the seminar for the new teaching  
methodologies

- Certificate of Participation in the  
National Conference "Youth Rights  
at Work"

- Ludwig – Maximilians – University  
Munich, Level II(XL), Workshop:  
“The Role of Bayern in the German  
Federation”

- Zertefikat für ÖSD-Prüfende, Wien  
Prüfenden-Nr. 4630

**Administrative Assistant** - 06/2010 to 12/2010

**EGNATIA A.T.E.V.E**, Tirana, Albania

- Served as an assistant to all administrative personnel and acted as a first point of contact for visitors and customers.

## Education

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Professional Master (MA): **International Relations, Foreign Policy and Diplomacy** – 10/2010 to 04/2012

**Albanian University**, Tirana, Albania

Bachelor: **Translating and Interpreting**, Department of German language – 10/2007 to 07/2010

**University of Tirana**, Tirana, Albania

Bachelor: **Law, Justice** (Two years of studying) – 10/2010 to 07/2012

**University of Tirana**, Tirana, Albania

## Online Courses

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- **Diploma in Hotel Management – Level 4** – Brenwood Open Learning College, BOLC UK, Endorsed by ABC Awards. (Completed: 03 April 2020)
- **Advanced Diploma in Travel and Tourism – Level 5** – Brenwood Open Learning College, BOLC UK, Endorsed by ABC Awards. (Completed: 12 May 2020)
- **Executive PA – Level 7 Diploma** – CPD Courses, Courses for Professional Development (Completed: 20 August 2020)
- **HR Management (Level 7 Diploma)** – CPD Courses, Courses for Professional Development (Completed: 16 December 2020)
- **Leadership & Management (Level 7 Diploma)** – CPD Courses, Courses for Professional Development (Completed: 02 March 2021)
- **Climate Change & Health for Policy-Maker** – Inversity
- **Digital and Social Media Marketing** – Inversity
- **eTourism: Communication Perspectives** – Inversity
- **Regions, EU Institution and Policy-Making** – Inversity
- **Political Philosophy: An Introduction** – Inversity