

PERSONAL INFORMATION

MIGENA NDREU



📍 Rr. Grigor Heba, Pall.40/2 , Tirana, 1001, Albania.

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Female ,14/07/1977 , Albanian.

WORK EXPERIENCE

From 2014 until now:

Translator: English to Albanian
Italian to Albanian.

Translation projects I have worked:

1. ProVerba Maciej Andrzejczak
ul. Wrzosowa 30
60-185 Skórzewo
Poland
VAT no. PL 6181028955

Name of the project : Dashboard of the cleaning agent .

2. Profundus Legal Translation Office
Profundus
Advisor. Bt
2621 Verőce, Orom utca 52.
Tax No. 25084735-1-13
Hungary

Name of the project: “The police case of Albion Totaj”.

3. Roberto Fernández López
Calle Romeros de la Puebla, 53
41130 LA PUEBLA DEL RÍO (Spain)
Tax ID No.: 47520404N
VAT intra-community number: ES47520404N

Name of the project : “Raw materials for translation”

4. Datamundi Project May 2019 – May 2020

MTPE project
Ongoing project for 1 year.

From 2005- 2014

I worked as **lecturer** and **HR specialist** at **American University of Tirana**.

HR main activities

Interview applicants about their previous work experience, education and skills;

Contact references;

Background checks;

Create and manage training programs for employees;

Resolve issues between management and employees etc.

Lecturer main activities

Lecture planning, preparation and research.

Checking and assessing students' work.

Writing research proposals, papers and other publications;

Reading academic journals;

Attending and speaking at conferences and seminars;

From 2002- 2005

Working as **lawyer**:

- **Ministry of Health of Albania**
- **Office of General Prosecutor of Albania**

Main activities

Draw up legal documents;

Represent clients in criminal and civil litigation and other legal proceedings;

Manage and advise clients on legal transactions;

Interpret laws, rulings and regulations for individuals and businesses;

Present and summarize cases to judges etc.

EDUCATION AND TRAINING

From **2010- 2013 MSc. in “Business management and technology” University of Sheffield, the UK.**

From **1996-2000**, attended the University of Tirana, Title: Lawyer.

From **1991-1995** attended the High School “Gjergj Kastrioti”, Durrës , Albania.

PERSONAL SKILLS Complete assignments well and on time, Hardworking, Time management, Flexibility, Motivation, Critical thinking.

Mother tongue(s) Albanian.

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C2
Italian	C2	C2	C2	C2	C1

I have taken the IELTS exam , total grade 7 which is equivalent with C2 level of English.

Communication skills Good communication skills gained through my experience as lawyer lecturer and HR specialist.

Organisational / managerial skills Leadership skills like problem- solving and decision – making gained working at University with students as a lecturer.

Job-related skills Judgement and decision making;
Communicating effectively in writing;
Critical Thinking;
Negotiating;
Speech clarity;
Written comprehension.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Good command of office suite (word processor, spread sheet, power point, excel), learned in everyday work as a lawyer and lecturer.

Other skills Attention to details;
Punctuality;
Meeting deadlines.

Driving licence Driving license category B.