

Elvana Bicolli

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SUMMARY

I have had the opportunity to grow professionally over the years. I am very reliable and responsible in my work and have excellent written and oral communication skills which are the core of everyday work. I always know how to present a convincing argument and am very accurate in different reports and always meet the deadlines. My analytical strength helps me achieving my goals. I effectively manage multiple projects simultaneously and have tact and diplomacy. My personal strengths are as impressive as my intellectual accomplishments. I am a respectful and positive presence in office with a great sense of humor. My cheerful nature and openness to feedback means I am always learning and growing as a learner, an impressive strength that will continue to serve me well in the future.

EDUCATION

Albanian Academy of Diplomacy Postgraduate Diploma	Tirana, Tirana County Graduated May 2005
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Postgraduate diploma in international relations and diplomacy

University of Tirana Diploma in Faculty of Philology, Branch Journalism	Tirana, Tirana County Graduated June 2002
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Diploma in journalism

EMPLOYMENT HISTORY

Directorate General Of Customs International Relations And European Integration Specialist	Tirana, Tirana County April 2009 - April 2019
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Contact Point of World Customs Organisation for Albanian Customs, E-learning administrator, preparation of Progress Report required by EU, preparation and negotiation of agreements in customs matters, organisation of different expert missions for modernization of Albanian Customs, coordination of work and correspondence between Directorate General of Customs and other institutions and homologous customs administrations, representation of Albanian Customs in high level meetings in different countries, etc.

EMC Studio Sh.p.k Translator And Researcher	Tirana, Tirana County January 2009 - April 2019
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Preparation of news briefings on the latest trends and researches on environmental protection based on the latest publications. The briefings should be detailed, factual, accurate, and up to date. Translation into and from English and Italian of Environmental Impact Assessment Reports, Management Plans, Rehabilitation Plans, etc.

E & A Associates
Supervisor And Researcher

Tirana, Tirana County
May 2006 - February 2009

Conducting background investigations for employment and education purposes for people all over the world who came to study or work in United States of America.

PLANET S.A. - EUROKONTAKT
Sh.p.k.
Translator

Tirana, Tirana County
March 2016 - March 2018

Translation of reports for all the modules of the Project funded by World Bank "Training Services for Drainage Boards".

Open Society Foundation For
Albania (OSFA)
Project Coordinator For Constitutional Reform

Tirana, Tirana County
June 2014 - September 2014

Conducting research on existing relevant studies, budgeting and planning of distribution of questionnaires, planning and managing work and coordination of 23 field interviewers, supervise the designing, implementing pre-testing and technical report preparation, analyzing the data and preparing the interim and final report of the study.

Open Society Foundation For
Albania
Project Coordinator For The National Survey On European Perspective Of Albania

Tirana, Tirana County
December 2013 - June 2014

Assisting team leader in candidate selection, monitoring and evaluation of achievements of the overall project's fieldwork. Through analyzing data-sets that are enabled by ICT expert, analyzing the quality of data collected during the field survey, preparation of the interim and final report of the study.

Freelance Writer, Editor,
Researcher For Global Integrity
Usa Global Integrity Editor Researcher

Tirana, Tirana County
September 2008 - September 2010

Working in the peer review panel to provide comments on the Reporter's Notebook for Albania and on the Integrity Indicators for preparation of Global Integrity Report.

Supreme Court Of Albania
Head Of Public Relations

Tirana, Tirana County
March 2004 - August 2006

Press briefings, statistics or other types of supporting evidence on justice system in Albania, public relations, contact point for the main national and international organisations in Albania, organisation of visits of high level delegations in the Albanian Supreme Court.

HOBBIES & INTERESTS

- Reading
- Puzzles (Crosswords)
- Writing
- Transcendental Meditation
- Sports (walking, exercise, running)

PROFESSIONAL SKILLS

Excellent communication skills	Expert
Strong self-discipline	Expert
Attention to detail	Advanced
Good negotiation skills	Expert
Performing organisational analysis	Expert
Forming effective teams	Expert
Hard working and dedicated	Expert
Creative energies	Advanced

LANGUAGES

Albanian	Native
English	Fluent
Italian	Fluent
French	Conversational

REFERENCES

- Mr. Arlind Gjokuta
General Director
- Mrs. Elidiana Shehu
CEO of the company

CERTIFICATES

Certificate from the Global Translation Institute as a Certified Translator English<>Italian

AWARDS

Certificate of Merit from World Customs Organisation for rendering exceptional service to the international customs community.