

CURRICULUM VITAE

PERSONAL INFORMATION

Name **MILJANA MIMINI (MEHQEMEJA)**

Address Stettener Str.9, 71384 Weinstadt, Stuttgart, Germany

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Nationality ALBANIAN

Marital status Married

Date of birth 30 SEPTEMBER 1979

PROFESSIONAL EXPERIENCE

Dates From 2015 to Present

Employer Kantar Belgium Company, Belgium (former TNS Opinion)

Position **Freelance Translator**

Main Duties

- Provide translation of various projects and files from English into Albanian and vice-versa;
- Review and editing of various projects;
- Some of the projects completed:
 - EBRD Migration Survey Western Europe (2019);
 - EFSA Questionnaire (2019)
 - Tourism 2016;
 - EQLS study and Questionnaire (2016)
 - And various brochures and files ...

Dates From November 2008 until October 2013

Employer **TRING TV – Digital Platform Tirane, Albania,**
Tring TV is an Albanian TV Platform established in 2005 operating in Albania

Position **English - Albanian Translator**

Main Duties

- Film subtitling translation
- Documentary, serial, news and magazine text translations;
- Contract and similar documentation translation.

Dates From November 2004 until October 2007

Employer **FUSHE-KRUJA CEMENT FACTORY shpk. Fushe-Kruje, Albania,**
Fushe-Kruje Cement Factory is a cement manufacturing company operating in Albania, and is part of the International Seament Holding Group.

Position **Official Translator and Interpreter**

Main Duties

- Overall translation assistance to CEO (as an international managed Company);
- Providing translation & interpreting from English-Albanian and vice-versa of every Company's regulation, procedure and documentation;
- Provide interpreting during meetings, conferences, events, etc
- Provide translation of the Quality Management System and Environmental Management System procedures (as they were bilingual)

- Other administrative tasks as required.

Dates	From 2002 to 2004
Employer	<u>Development Fund for International Development Project, Tirana, Albania</u>
Position	Freelance and Part Time Translator
Main Duties	<ul style="list-style-type: none"> • Member of the Project team for the <u>Development Fund for International Development Project in Albania</u> • Preparation of Documents for presentations and meetings required; • Translation of the Reports; • Other administrative duties

Dates	From 2002 to September 2003
Employer	<u>FEASIBILITY STUDY OF DURRES-MORINE ROAD CORRIDOR (World Bank Project), Tirana, Albania</u>
Position	Project Assistant/Translator
Main Duties	<ul style="list-style-type: none"> • Member of the Project team for the <u>Feasibility Study of the Road Corridor Durres-Morine</u> • Preparation of Documents for presentations and meetings to the General Road Directory and Ministry; • Translation of the Reports; • Follow-up of the project implementation; • On site inspections & surveys

Dates	From 1998 to 2002
Employer	<u>Premiere Urgence, French NGO in cooperation with European Commission on schools and water supply rehabilitation project for Albania</u>
Position	Part Time Assistant and Translator
Main Duties	<ul style="list-style-type: none"> • Member of the Project team for <u>Schools and water supply rehabilitation project in Albania</u> • Preparation of Documents for presentations and meetings required to • Translation of the Reports; • Other administrative duties

EDUCATION

Dates	1998 to 2002
Institution	University of Tirana, Faculty of Foreign languages
Principal Subject	English Language (courses also in French, as well)
Title of qualification awarded	Linguistic Specialist (English)

LANGUAGES

MOTHER TONGUE	ALBANIAN
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OTHER LANGUAGES

	ENGLISH	ITALIAN	FRENCH
Reading skills	EXCELLENT	VERY GOOD	VERY GOOD
Writing skills	EXCELLENT	GOOD	GOOD
Verbal skills	EXCELLENT	GOOD	GOOD

COMPUTER SKILLS

Very good working knowledge of:

- MS WORD
- MS EXCEL
- MS POWERPOINT
- MS PROJECT
- MS ACCESS
- ALPHA WEB

References available upon request:

- For DFID and Premier Urgence Project: Mira Llagami: e-mail: mira.llagami@gmail.com; mobile: +355 (0) 682062160
- For Kantar Belgium S.A: anna.zemblicka@kantarpublish.com