

Curriculum Vitae



Personal information

First name(s)/Surname(s) **Arjana Bubeqi**
Address Lagjia "O.HAxhiu", Rruga "Demokracia", P.1183
9401 Vlore (Albania)
Telephone(s) 00355 2 26693 Mobile | 00355 696402008
E-mail(s) arianabubeqi@yahoo.com
Nationality Albanian
Date of birth 04 March 1979
Gender Female

Desired employment / **Project Coordinator at "AULEDA" Local Economic Development Agency**

Work experience

Dates	10 September 2010 →
Occupation or position held	Project Coordinator
Main activities and responsibilities	Support the formulation of project proposals and implementation of the projects of economic development. Support the identification of projects of economic development and the presentation of business plans for approval. Support and realize the territorial animation and mobilization. Support the identification of opportunities on businesses and enterprises. Give the technical support, accompany, monitor and evaluate the approved business projects and its implementation. To col aborate and to contribute in the accomplishment, programming and execution of the projects of local development.
Name and address of employer	"AULEDA" Local Economic Development Agency Rruga Vlore-Skele, mbi Banken Intesa san Paolo, Kati II , 9401 Vlore (Albania)
Type of business or sector	NGO
Dates	11 March 2006 - 10 September 2010
Occupation or position held	11 March 2006- September 2008 Development Agent at "AULEDA" And September 2008 – September 2010 Executive Director at "AULEDA"
Main activities and responsibilities	Organize, coordinate and direct all work at the Agency, Management of the funds, Identify and develop market, Analyze the opportunities for the sustainability in particular ensure the continuous, Monitoring of funding for programs and projects at local, national and international level; Promotion and joint ventures with other local organizations, national and International development projects; More then 20 project implements during this years in filed of tourism, environment, Agriculture and social.
Name and address of employer	"AULEDA" Local Economic Development Agency Rruga Vlore-Skele, mbi Banken Intesa sanPaolo, kati III, 9401 Vlore (Albania)
Type of business or sector	NGO

Dates 01 September 2003 - June 2009
Occupation or position held Assistant pedagogue
Main activities and responsibilities Assistant lector in :
Behavior Management,
Management in Small and medium Entrepreneur,
Strategic management.
Name and address of employer "Ismail Qemali"- Vlora University
Lagjia "PAVARESIA" Skele, 9401 Vlore (Albania)
Type of business or sector Faculty of Economy "Ismail Qemali" University

Dates 10 January 2003 - 10 March 2006
Occupation or position held Assistant of Financial Expert
Main activities and responsibilities Taking in financial Program's electronic the business data at least 15 businesses,
monthly and annual balances ,
social and health insurance,
payment of employees,
Stock condition and situation.
Name and address of employer Rrapo Xhaferi
Rruga e Kanines, 9401 Vlore (Albania)
Type of business or sector Administrative and support service activities

Education and training

Dates 05/10/1997 - 20/06/2001
Title of qualification awarded Business Manager
Principal subjects / occupational skills covered Business Manager
Name and type of organization providing education and training University of Vlora "Ismail Qemali" (Diploma)
Rruga Vlore-Skele, 9401 Vlore (Albania)
Level in national or international classification University Degree
Dates 15/10/2003 →
Title of qualification awarded Economic Faculty of Tirana
Principal subjects / occupational skills covered Master - Postgraduate course – Business Management
Name and type of organization providing education and training Economic Faculty of Tirana (Master Degree)
Rruga e Elbasanit, Tirane (Albania)
Level in national or international Classification Master Degree

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment
European level ()*

English

Italian

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent user	B2	Independent user	B2	Independent user	B1	Independent user	B2	Independent user
C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A1	Basic User

Social skills and competences	Excellent experiences in group working and participation in different activities linked to education sector (First guide of university guide and participation in different competitions organized from SIFE-Student in Free Enterprise for 3 years).
Organizational skills and competences	High qualification in project administration and especially in project implementation. Very good communication and collaborated person. Very good skill in administration, devoted at work, highly motivated, creative and persistent in work. Very found in work, with the spirit of researcher, insistent, confidential, quite and able to avoid the conflict.
Technical skills and competences	Account informative programs.
Computer skills and competences	Excellent knowledge of Windows XP, Internet, Publisher, Power Point etc.
Other skills and competences	I like traveling, reading and searching.

Driving licence(s) B

Additional information

October 2008 Participate of international conference in Londer "Raise the voice" for the women rights organized from Oxfam GB
 November 2009 Participate in International Conference in Sevil e-Spain for "10 years of ART Initiative" in the World organized by UNDP.
 May 2010 – Certificate for the Audit Manager for the ISO System 9001-2008 from Certificazione Di Qualitta, Italy.

November 2010 – Certificate for "Grow up the capacities of Training and Consultant" for SME (three day) organized by the project of BE : "In Support of SME to be more compatible in European market".

Publications and Seminars:

- Student Guide of Vlora University "Ismail Qemali" - (2001)
- Ecology Val y/ Masterplan for the Development of Vlora River (in two languages Albania and English).- (2007)
- Tourist Guide of Orikum 2008 (in three languages English, Italian, Albanian).- (2008)
- Orikum Treasure/Agro industrial Guide (in three languages English, Italian, Albanian)- (2008)