

Curriculum Vitae

Personal information

First name(s) / Surname(s) **Besmira Hoxha**

Address
Rruga Aranit Serbi
Vlore

Mobile

E-mail besmirahoxha@hotmail.com

Date of birth 12/04/1985

Gender Female



Desired employment / Occupational field **Management**

Work experience

Dates 11/2011 – on going

Occupation or position held Office Manager/Project Assistant

Main activities and responsibilities • Assist in the project implementation and prepare the necessary documents.

Name and address of employer AULEDA
Bulevardi Vlore- Skele, prane Bankes Italo-Shqiptare
Vlore (Albania)

Type of business or sector Non-profit organisation

Dates 03/2009 - 07/2010

Occupation or position held Economist

Main activities and responsibilities • Prepared monthly and annually financial reports and other financial documents for payment of social and health security. Prepared payment vouchers and maintained the cashbook.

Name and address of employer Constal sh.p.k
Abdyl Frasheri, nr 31, Tirane (Albania)

Type of business or sector Construction

Dates 06/2008 - 09/2008

Occupation or position held Economist

Main activities and responsibilities Kept the inventory and analysed financial data. Prepared payment vouchers and maintained the cashbook.

Name and address of employer Kontanti sh.p.k
Uji i Ftohte, Vlore (Albania)

Type of business or sector Arts, entertainment and recreation

Dates 06/2005 - 06/2008

Occupation or position held Centre assistant and centre economist

Main activities and responsibilities • Prepared monthly financial reports and other financial documents for payment of social and health security. Prepared payment vouchers and maintained the cashbook.

- Drafted monthly, quarterly and annual program reports.
 - Established a record keeping system to track office inventory, equipment and transportation.
- Maintained a transparent information sharing and filing system in CSDC office; kept records of the library register
- Assisted in developing project proposals, with a focus on drafting the program plan and budget.
 - Facilitated trainings and other meetings held in the CSDC offices, and organized meeting logistics.
 - Implemented three core development projects of the centre which included support to the CARDS Programme of the European Union project, the Civil Society After School project and the anti-trafficking project. Duties included: creating and maintaining partnerships with external organizations for project implementation; organizing trainings with civil society partners; and monitoring overall project goals to ensure proper implementation of project.

Name and address of employer	Civil Society Development Centre 29 Nentori, Vlore (Albania)
Type of business or sector	Non-profit organisation
Dates	12/2004 - 04/2007
Occupation or position held	Coordinator
Main activities and responsibilities	Computer training. Taught the basic computer programs in a four month course. Partner in active learning. Translator of the Sponsorship project letters from Albanian to English.
Name and address of employer	World Vision Pavaresia, Vlore (Albania)
Type of business or sector	Non-profit organisation

Education and training

Dates	1999 - 2003
Title of qualification awarded	High School
Name and type of organisation providing education and training	Ali Demi Vlore (Albania)
Dates	2003 - 2008
Title of qualification awarded	Marketing Manager
Principal subjects / occupational skills covered	Business Administration, Marketing.
Name and type of organisation providing education and training	Ismail Qemali (University) Pavaresia, Vlore (Albania)
Level in national or international classification	DIND
Dates	09/2002
Title of qualification awarded	Italian as second language certificate
Name and type of organisation providing education and training	Roma Tre (University)
Dates	12/2003
Title of qualification awarded	Computer Certificate
Name and type of organisation providing education and training	Professional Forming Centre (Professional Forming Centre) Vlore
Dates	06/2004
Title of qualification awarded	English Language Diploma
Name and type of organisation providing education and training	International Language Centre (International Language Centre) Vlore

Dates	11/2004
Title of qualification awarded	Training of trainer for computer skills
Principal subjects / occupational skills covered	Computer skills
Name and type of organisation providing education and training	World Vision/ Peace Corps (Non-profit organisation)
Dates	06/2005
Title of qualification awarded	Conflict Management
Name and type of organisation providing education and training	Partners Albania (Non-profit organisation) Tirane
Dates	07/2005
Title of qualification awarded	Project writing and Managing
Name and type of organisation providing education and training	Peace Corps Albania (Non-profit organisation) Tirane
Dates	09/2005
Title of qualification awarded	Office and Documentation Management
Name and type of organisation providing education and training	OSCE Tirane
Dates	09/2005
Title of qualification awarded	Gender and Media Training
Name and type of organisation providing education and training	SNV Tirane
Dates	10/2005
Title of qualification awarded	Advocacy and Lobbying
Name and type of organisation providing education and training	Partners Albania Tirane
Dates	10/2005
Title of qualification awarded	Community Participation
Name and type of organisation providing education and training	OSCE Tirane
Dates	11/2005
Title of qualification awarded	Statistic Knowledge
Name and type of organisation providing education and training	SNV / UNDP Tirane
Dates	03/2006
Title of qualification awarded	The right of information for official documents
Name and type of organisation providing education and training	Centre for Development and Democratisation of Institutions Vlore
Dates	05/2006
Title of qualification awarded	Report Writing
Name and type of organisation providing education and training	British Council Albania Tirane
Dates	09/2006

Title of qualification awarded Negotiation Training
 Name and type of organisation providing education and training British Council
 Tirane

Dates 03/2008

Title of qualification awarded Alpha Accountability Program
 Name and type of organisation providing education and training IMB
 Vlore

Dates 03/2008

Title of qualification awarded Internal Organizational Procedures training program
 Name and type of organisation providing education and training Partners Albania
 Tirane

Dates 04/2008

Title of qualification awarded Issues of Organisation and Transparency for NGO/NPO sector
 Name and type of organisation providing education and training Skuadra 2000 (SOROS)
 Tirane

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment
 European level (*)

English

Italian

Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences - Team spirit;
 - Good ability to adapt to multicultural environments, gained through my work experience;
 - Good communication skills gained through my work experience.

Organisational skills and competences - Sense of organisation (experience in logistics);
 - Good experience in project or team management.

Technical skills and competences Good command of quality control processes (acquired through training, work, seminars, voluntary or leisure activities, etc.).

Computer skills and competences - Good command of Alpha Accountability program and Financa 5.
 - Good command of Microsoft Office tools (Word, Excel and PowerPoint);
 - Basic knowledge of graphic design applications (Adobe Illustrator, PhotoShop).

Driving licence(s) B