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|  |  | Erona  [Erona.367246@2freemail.com](mailto:Erona.367246@2freemail.com) | | | | | | | | | | | | | |
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| Europass  Curriculum Vitae | |  | | | | | | | | | | | | | |
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| Employment Experiences | |  | | | | | | | | | | | | | |
| Date  The role or the job title  Main activities and responsabilities  Name and address of employer  Date  The role or the job title  Main activities and responsabilities  Name and address of employer  Date | | 01.09.2013 - 30.09.2013  Operator  Attend and make phone calls in English language. Sell through telephone English and IT Courses and convince people to attend them.  English Call Center  01.10.2013-28.02.2014  Assistant in a Notary Studio  Attend and serve to the clients, prepare contracts and inform the public. Keep the documentation in order.  Notary Studio, Shkoder.  01/03 / 2014- 01/09/2016 | | | | | | | | | | | | | |
| The role or job title | | Judicial Secretary | | | | | | | | | | | | | |
| Main activities and responsibilities | | Assistance during the trial and keep all notes during the court sessions, attend and inform the public. Keep documents organised. | | | | | | | | | | | | | |
| Name and address of employer  Date | | Administrative Court of Shkoder,Albania  12.12.2016-03.04.2017 | | | | | | | | | | | | | |
| The role or job title | | Practical internship as an Assistant and Secretary in a Law Studio. | | | | | | | | | | | | | |
| Main activities and responsibilities | | Drafting of all legal protections for the parties, part of the judicial process in criminal, civil and administrative cases, reception and providing legal advice to the parties concerned to open litigation. | | | | | | | | | | | | | |
| Name and address of employer  **Training and qualifications** | | Advocate Arber Raja, Tirana, Albania | | | | | | | | | | | | | |
| Date | | 01.12.2014 | | | | | | | | | | | | | |
| Title of qualification achieved | | Bachelor Degree | | | | | | | | | | | | | |
| Principal subjects / skills covered by the education / training | | Legal, Law | | | | | | | | | | | | | |
| Name and type of entity that offered education or training | | Faculty of Law "Luigj Gurakuqi" Shkoder, Albania | | | | | | | | | | | | | |
| Date  Title of qualification achieved the main subjects / skills covered by the education / training  The name of the entity that provided education  Title of qualification achieved the main subjects / skills covered by the education / training  The name of the entity that provided education  Title of qualification achieved the main subjects / skills covered by the education / training  The name of the entity that provided education  Title of qualification achieved the main subjects / skills covered by the education / training  The name of the entity which provided education | | 2015, 2017 (still in process of completion)  Master of Science  Master of Science "Private Law and Business"  University "Luigi Gurakuqi", Faculty of Law, Shkoder.  Certified Training  “The Institutions of the European Union, their role and function”.  European Union Office.  Training, pursued while working as a Legal Secretary.  “Implementation of the audio system in the court process”.  Ministry of Justice, Tirana.  Training, pursued while working as a Legal Secretary.  “Legal problems during civil cases in real examples”.  Magistrates School and the School of Advocacy, Tirana. | | | | | | | | | | | | | |
| Title of qualification archieved the main  Subjects/skills covered by the education/training  The name of the entity which provided education | | IELTS Certificate  English language  British Embassy, Tirana, Albania | | | | | | | | | | | | | |
| Mother language | | Albanian | | | | | | | | | | | | | |
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| Other Languages | |  | | | | | | | | | | | | | |
| self assessment | |  | Understanding | | | | | | Speaking | | | | | Writing | |
| **English** | |  | **Listen**  Very good | | | **Reading**  Very good | | | Very good | | |  | | Very good | |
| French | |  |  | Very good |  | Very  good | |  | | Very good |  | |  |  | Very good |
| Italian | |  |  | Very good |  | Very good | |  | | Very good |  | |  |  | Very good |
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| Social skills and competences | | I am social, but I have increased this ability significantly during the regular interaction that I had with people while working during these years. | | | | | | | | | | | | | |
| Organizational skills and competences | | I appreciate myself more as a person with organizational skills, which I have expressed during the work, and they have been appreciated by my supervisors. | | | | | | | | | | | | | |
| Computer skills and competences | | I have knowledge of Microsoft Word, Excel and Power Point, with which I have constantly worked. | | | | | | | | | | | | | |
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