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|  Curriculum Vitae Europass | ok1 |
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| Personal Information |  |
| Name | Manolita Hida |
| Address | Dera nr. 24; Street: “Lef Nosi”; City, Elbasan; Country: Albania  |
| Telephone |  - | Celular: | 0695798311 |
| Fax |  - |
| E-mail | manolita.hida@universitetitaab.com ; hidamanolita@gmail.com |
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| Nationality | Albania |
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|  Date of Birth | 04/02/1988 |
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| Gender | Female |
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| Professional Experience |  |
| **Dates** | 11/2020 |
| Occupation or position held |  Lecturer |
| Main activities and responsibilities | Pedagogy: Organizing lectures, managing assignments according to course requirements. |
| Name and address of employer | AAB College, Prishtina, Kosovo |
| Type of business or sector | Pedagogy |
| **Dates**Occupation or position held | 09/2019Independent External Expert |
| Main activities and responsibilities | Evaluation of the submission module for accreditation at KEVP, according to the specialty, in Clinical Psychology, at the Order of Psychologist in the Republic of Albania |
| Name and address of employer |  Order of the Psychologist in the Republic of Albania, Tirana |
| Type of business or sector | Services |
| **Dates**Occupation or position held | 5/2018-12/2020President of the Association for Psycho-Social Services "I Hear 366” |
| Main activities and responsibilities | Leadership and representation at each meeting of the Association and the Steering Board. General direction and control of the work and activity of the association. Defining and developing programs and overseeing this process by guiding and leading. Evaluation of the progress of these programs and determining their continuity or completion. Preparation of documentation. Organization of staff meetings. Knowing the roles and duties of members..  |
| Name and address of employer | I Hear 366 |
| Type of business or sector | Psycho-Social Services |
| **Dates**Occupation or position held | 6/2015-6/2019Council Member in the municipality of Elbasan |
| Main activities and responsibilities |  Aproves the Statute of the municipality, as well as the regulation of its internal functioning. Elects and dismisses the secretary of the municipal council. Approves the organizational structure and regulations of the municipal administration, the budgetary units and institutions depending on the municipalty, and the number of their personnel, requirements for qualifications, salaries and remuneration of employees and other persons elected or appointed in accordance with the legislation in force. Approves the establishment of enterprises, companies and other legal persons or co-create. Approves the budget and it’s amendaments, taxes and fees. Decides to initiate judicial proceedings on issues of its competence. The council elects representatives to the regional councilor, decides on granting or withdrawl of the mandate of a councelor. Approves norms, standarts and criteria for the regulation and enforcement of the functions given to him by law, and to protect and guarantee the public interest. Decides on the symbols of the municipality. Grants honorary titles and bonuses. Place the regulations, procedures and manner of execution of delegated functions, in accordance with the law.  |
| Name and address of employer | Elbasan Municipality |
| Type of business or sector | Local Governement |
| **Dates**Occupation or position held | 04/2015 – 10/2020Psychologist  |
| Main activities and responsibilities |  Activity in the reception committee, consulations with detainees, the establishment and implementation of work and personal schedules, completion of relevant documentation, implementation of behavioral assessments. |
| Name and address of employer | I.E.V.P - High Security Prison (Institucioni Ekzekutimit të Vendimeve Penale) Peqin |
| Type of business or sector | Education Sector |
| **Dates**Occupation or position held | 03/2015-PresentAssistant Professor |
| Main activities and responsibilities | Organize and develop seminars |
| Name and address of employer | University of Tirana,Tirana |
| Type of business or sector | Pedagogy |
| **Dates**Occupation or position held | 11/2012-PresentAssistant Professor |
| Main activities and responsibilities | Organize and develop seminars |
| Name and address of employer | University “Aleksander Xhuvani”, Elbasan |
| Type of business or sector | Pedagogy |
| **Dates**Occupation or position held | 06/2012 – 4/2015Psychology Specialist |
| Main activities and responsibilities |  Activity in the reception committee, consulations with detainees, the establishment and implementation of work and personal schedules, completion of relevant documentation, implementation of behavioral assessments. |
| Name and address of employer | I.E.V.P (Institucioni Ekzekutimit të Vendimeve Penale) Elbasan |
| Type of business or sector | Education Sector |
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| **Dates**Occupation or position held | 6/2009-4/2012Interviewer (Part time) |
| Main activities and responsibilities |  Field work where random sampling of people were interviewed. The random sample of people had specific knowledge about a specific product in the market.  |
| Name and address of employer | IDRA Research&Consulting |
| Type of business or sector | Field interviewer |
| **Dates**Occupation or position held | 9/2011-1/2012Psychologist |
| Main activities and responsibilities |  The work is based on the interaction between the child and the psychologist. The focus is on behavioral exercises which the child must perform and acquire (ABA therapy). |
| Name and address of employer | Autistic Center for Kids “Fluturo për Jetën”, Elbasan, Albania. |
| Type of business or sector | Psychological Services |
| **Dates**Occupation or position held | 3/2011-6/2011Psychologist (Volunteer) |
| Main activities and responsibilities |  In this center services provided are those of a multidisciplinary team. Personal position in the center was as a psychologist, in the provision of treatment and interventions in individual cases (mostly children) who seek services at this center. |
| Name and address of employer | “Bethany” Clinic, kryqëzimi “24 Dhjetori-t”, Tirana, Albania. |
| Type of business or sector | Psychological Services |
| **Dates**Occupation or position held |  1/2011-2/2011 Psychologist |
| Main activities and responsibilities | Work was focused on the attention that should be devoted to a particular child in the orphanage, and interventions that needed to be applied. For 40 days certain behavioral changes were noticed and recorded on these children. Behavioral changes indicated the quality of the intervention and also were an indication of personal professional skills. |
| Name and address of employer | Hana dhe Rozafa, Sauk, Fshati SOS |
| Type of business or sector | Psychological Services |
| **Dates**Occupation or position held | 5/2009-6/2009Psychologist |
| Main activities and responsibilities |  Organizing group activities for patients of this hospital, and clinical conversations with outgoing patients of the center. |
| Name and address of employer |  “Sadik Dinçi” Hospital, Elbasan, Albania |
| Type of business or sector | Psychological Services |
| **Dates**Occupation or position held | 8/2008-8/2008Psychologist |
| Main activities and responsibilities |  Animator, organizing group activities for children and adults. |
| Name and address of employer | “Zoti e do Shqipërinë”, Marikaj, Tirana, Albania. |
| Type of business or sector | Psychological Services |
| **Dates** | 10/2007-5/2008 |
|  Occupation or position held | Psychologist  |
| Main activities and responsibilities |  Psychological observation in schools and student learning centers. |
| Name and address of employer |  “Imelda Lambertini” Middle School |
| Type of business or sector | Psychological Services |
| Education/Qualifications |  |
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| **Dates** |  2013 – 2018 |
| Title of qualification awarded |  PhD of Science in Psychology |
| Principal subjects/occupational skills covered |  Specification in psychological research, the application of knowledge gained during the Bachelor and Master degree in field studies, through the application of knowledge and implementation of interventions. |
| Name and type of organisation providing education and training |  University of Tirana |
| Level in national or international classification |  PhD of Science in Psychology |
| **Dates** |  10/2009-7/2011 |
| Title of qualification awarded  |  Master in Clinical Psychology Science, Human Development and Relationships |
| Principal subjects/occupational skills covered |  Practical application of knowledge gained through individual cases, the development of skills in research and practice, critical thinking through analysis of different books with psychological themes. |
| Name and type of organisation providing education and training |  Univeristy of Tirana, Faculty of Social Science. |
| Level in national or international classification |  Master of Science in Psychology (Specialization) |
| **Dates** |  9/2006-7/2009 |
| Title of qualification awarded |  Bachelor of Science |
| Principal subjects/occupational skills covered |  General introduction to the branch of psychology, treatment of its subfields, practical knowledge of psychological problems, the development of practices in different institutions. |
| Name and type of organisation providing education and training |  University of Elbasan, Educational Science Program |
| Level in national or international classification |  Bachelor of Science in Psychology |
| **Dates** |  9/2009-10/2009 |
| Title of qualification awarded | Advanced English Language (Grade: 8) |
| Principal subjects/occupational skills covered | Grammar, development of new skills (vocabulary expansion), created essays, developed skills in reading and listening. |
| Name and type of organisation providing education and training |  Foreign Language Center Orjon, Elbasan; Advance Language at the Faculty of Foreign Languages ​​Tirana |
| Level in national or international classification | Certificate in Language  |
| **Dates** | 2/2009-5/2009 |
| Title of qualification awarded | Certificate  |
| Principal subjects/occupational skills covered | Introduction to the German language, the initial acquisition of skills. |
| Name and type of organisation providing education and training | German Embassy in association with “A.Xhuvani” University, Elbasan |
| Level in national or international classification | Certificate (total points earned: 61, corresponding grade, 9) |
| **Dates** | 30 Mars 2012 |
| Title of qualification awarded | Certificate |
| Principal subjects/occupational skills covered | “Autism is One World”, “Psychiatric evaluation and treatment of children who suffer from Autism”, “Working with children who suffer from autism, a life-changing experience”, “Raising an autistic child”, "Parent training as an effective method for the treatment of autistic children". |
| Name and type of organisation providing education and training | American University of Tirana |
| Level in national or international classification | Certificate |
| **Dates** | 8/2008 |
| Title of qualification awarded | Certified in “Child Safety”. |
| Principal subjects/occupational skills covered | Recognition of children's rights, declarations and laws against violence towards children, recognizing the types of violence and abuse against children, identifying cases of violence against children. |
| Name and type of organisation providing education and training | World Vizion Albania |
| Level in national or international classification | Certificate |
| **Dates** | 3/2008-5/2008 |
| Title of qualification awarded | “The comprehensive law enforcement"; "Capacity Building of OJF through training” |
| Principal subjects/occupational skills covered | Capacity Building of OJFs through training. Activities within the training: Build fundraising plans (Work Group); Writing project proposals (Group work). Training Method: Interactive |
| Name and type of organisation providing education and training | Special School for children “Zëra Jeta” ; World Vizion Albania;MDPAKM; USAID. |
| Level in national or international classification | Certificate |
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| Personal skills and competences |  |
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| Mother tongue(s) | Albanian |
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| Other language(s) | English, Italian, Spanish, German |
| Self-assessment |  | Understanding | Speaking | Writing |
| (Europian Level) |  | Listening | Reading | Spoken interaction | Spoken Production |  |
| English |  | B1 | Independent user | C2 | Proficient user | B1 | Independent user | B2 | Independent user | B1 | Independent user |
| Italian |  | C1 | Proficient user | C2 | Proficient user | C1 | Proficient user | C2 | Proficient user | B1 | Independent user |
| Spanish |  | B1 | Independent user  | A2 | Basic user | A1 | Basic user | A2 | Basic user | A1 | Basic user |
| German |  | A1 | Basic user | A2 | Basic user | A1 | Basic user | A2 | Basic user | A1 | Basic user |
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| Social skills and competences | Possess the ability to work in a group, which was gained in previous experiences where cooperation was necessary to achieve results. |
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| Organisational skills and competences |  Possess the ability to work in stressful situations, long hours, with the public. These skills were acquired in previous personal experiences. |
| Computer skills and competences |  Microsoft, Word, Excel, Power Point. Comfortable using these programs and have a lot of experience doing so.  |
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| Artistic skills and competences | Good skills in drawing and graphite, obtained and exercised during leisure time. |
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| Driving licenceReferences  | Class BAvailable upon request. |
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| Signature | Manolita Hida[[1]](#footnote-1) |

1. You are pleased to contact me, if necessary [↑](#footnote-ref-1)