



Curriculum vitae



PERSONAL INFORMATION

Arbër Morina

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WORK EXPERIENCE

01.10.2019 - Present

regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.

05/01/2015-19/05/2017

Co-founder & Executive Director NGO – Centre for Education, Research and Trainings “Konica”

Ensuring ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommending timelines and resources needed to achieve the strategic goals.

Actively engaging and energizing organization’s volunteers, board members, event committees, partnering organizations, and funders.

Ensuring effective systems to track scaling progress, and

Principal

The British School of Kosova
10000 Prishtina (Kosovo)

- Establishing primary, lower-secondary and upper-secondary school;
- Shaping a vision of academic success for all students;
- Creating a climate hospitable to education;
- Appointing school staff;
- Implementing the Board's Strategic Plan by effectively managing the School's resources; - Managing performance of teaching and administrative staff, data and processes; - Drafting code of conduct, regulations and standard operational procedures;
- Managing expenditure within budget;
- Maintaining Community Liaison;
- Maintaining discipline within the school;
- Supervision of Instructions;

01/04/2011–09/12/2014 **Chief of the Minister's Cabinet & Political Advisor to the Minister & Spokesperson** Ministry of Education, Science and Technology, Prishtina (Kosovo)

-Advising Minister for the issues relating to the education system in Kosovo (mostly Higher

- Education system) as well as issues related to the policies of the Ministry;
- Responsible for daily, weekly and monthly agenda of the Minister, arranging and prioritizing his meetings;
 - Responsible for organizing Minister's visits / meetings within the country and abroad;
 - Managing the budget of the Minister's Cabinet;
 - Delegating duties to other advisers of the Minister;
 - Permanently accompanying the Minister during all his visits / meetings;
 - Serve as the main professional adviser to the Minister and the ministry in general on communication issues;
 - Ensure that the media is kept fully informed of Ministerial policies and the Minister's activities;
 - Ensure the media presentation of the minister's and ministry's official visits home and abroad;
 - Supervision of statements and speeches of the minister and the ministry;
 - Ensure that the ministry provides the necessary support to the overall presentation of the government policies in cooperation with the Director of the Public Communication Office of the Ministry;
 - Cooperate with the Director of the Public Communication Office in the Ministry to ensure the effective communication of the ministries policies to the public.

14/04/2009–31/03/2011 **Translator / Interpreter English-Albanian-English**

Ministry for the Kosovo Security Force, Prishtina (Kosovo)

- Translating spoken passages from Albanian into English and vice versa: daily, weekly, monthly, annual reports.
- Translating Laws, Regulations, Administrative Instructions, SOPs etc.
 - Simultaneous translation from Albanian into English and vice versa; on daily briefings, weekly and monthly meetings, negotiations, interviews.
- Simultaneous translation during high level delegations within the country and abroad.
 - Performing administrative and office support activities for the Ministry.

19/10/2012–Present **Lecturer**

AAB College, Prishtina (Kosovo)

Teaching courses as follows:

- Consecutive interpretation English -Albanian;
- Literary translation Albanian - English;
- English Language - Morphology;



Instructor Professional Language Center "Lingua", Prishtina (Kosovo)

Translating official documents from Albanian into English and vice versa;

- Providing simultaneous translation at many local and international organizations;
- Proofreading documents;
- Teaching different levels of English and Albanian Language at many local and international organizations such as: International Civilian Office, UNICEF, various embassies etc.

15/06/2005–01/03/2008 Translator / Interpreter

Forum for Democratic Initiative (NGO), Gjakova (Kosovo)

- Translating unofficial documents from Albanian into English and vice versa;
- Providing simultaneous translation at conferences and meetings.

EDUCATION AND TRAINING

01/10/2010–23/12/2017 Master of Science

Rochester Institute of Technology, Rochester, New York (United States of America)

Professional Studies

Courses:

- Context and Trends;
- Public Policy;
- Project Management;
- Principles of Administrative Law;
- Public Budgeting;
- The International System;
- Strategic Employee Development;
- Public Administration & Management;
- Special Topics;
- Natural Resources & Infrastructure.

01/10/2005–19/11/2008 Bachelor of English Language and Literature

AAB College, Prishtina (Kosovo)

- English Language and Literature;
- Analyzing all periods of English and American Literature;
- Translating and Interpreting Techniques;
- English Teaching Methodology;

15/09/1999–12/06/2003

High School - Gymnasium "Hajdar Dushi", Gjakova (Kosovo)

PERSONAL SKILLS

Mother tongue(s) Albanian

	SPEAKING	
Reading	Spoken interaction	Spoken production

Other language(s) UNDERSTANDING WRITING

Listening

English C1 C1 C1 C1 C1 Serbian A1 A1 A1 A1 A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent oral and written communications skills;

Organisational / managerial skills -Self-motivated, able to implement decisions and set priorities to achieve immediate and long-term goals;

-Reliable, taking a responsible approach to the work;

-Able to handle pressure, ready to response to the challenge and to work faster and longer hours if necessary, in order to meet the deadlines and reduce a backlog of work;

-Ability to work in multicultural working environments.

Digital competence SELF-ASSESSMENT

Information processing

Communicati

Proficient us

Problem solving

Proficient user Basic user

Digital competences - Self-assessment grid

Driving licence B1, B

ADDITIONAL INFORMATION

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Memberships

- Promoting Democracy and Prosperity in South East Europe, 2001, Towson University, Baltimore, (United States);

- Teaching Methodology, AAB College, 2018, Prishtina, Kosova

Trainings:

- Former Member of the Board of the University of Gjakova "Fehmi Agani" (26.06.2013 - 27.01.2015)

- Former Member of National Framework Programme for Research and Innovation "Horizon 2020" (29.05.2015 - 27.01.2015)

- Judicial Translator / Interpreter for English-Albanian Language and vice versa, licensed by the Basic Court in

- Critical Thinking in Higher Education

- Blended Learning

- Student's evaluation context

- Learning incomes and Methodology Intercommunication

- Principles of Adults' Learning



