

PERSONAL INFORMATION

ERËZA MEHMETI

📍 Str. "Mustafë Hoxha", 92, Pristina, Kosovo, 10000

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Sex Female | Date of birth 26/12/1994 | Nationality Kosova

WORK EXPERIENCE

- 29.08.2023 – 30.08.2023** **Trainer: Project Communication and Dissemination
Advanced Training for Project Writing**
Professional Development and Innovation Center - "AAB College"
- 18.07.2023 – 19.07.2023** **Trainer: Project Communication and Dissemination
Basic Training for Project Writing**
Professional Development and Innovation Center - "AAB College"
- 23.02.2023 – 24.02.2023** **Trainer: Project Communication and Dissemination
Basic Training for Project Writing**
Professional Development and Innovation Center - "AAB College"
- 01.05.2022 – present** **International Relations Officer and Project Officer**
"AAB College" Str. Elez Berisha, Nr.56 10000 Prishtinë, Kosovo
Responsibilities:
- Establishing new partnerships
 - Managing partnership database
 - Creating promotional material for international activities
 - Coordinating international activities (staff weeks, conferences, summer schools etc.)
 - Managing Erasmus+ and other staff and student mobilities
 - Coordinate activities of the Project Office
 - Write projects and apply for various project funding opportunities
- 01.05.2022 – present** **Lecturer**
"AAB College" Str. Elez Berisha, Nr.56 10000 Prishtinë, Kosovo
Courses:
- English Language for Specific Purposes
 - Language Acquisition Theories
- 01.04.2020 – 30.04.2022** **Lecturer and International Office Coordinator**
"UBT – Higher Education Institution" Str. Lagjja Kalabria, 10000 Prishtine, Kosovo
Courses:
- Academic Writing (in Albanian and English)
 - Career Orientation (in Albanian)
 - English Language Skills

International Office Responsibilities:

- Coordinating partnerships and managing partnership databases
- Creating promotional material for international activities
- Coordinating international activities (staff weeks, summer schools, Erasmus+ exchanges etc.)

01.10.2019 – 01.05.2020 English Language Teacher

The Cambridge School, Str. Luan Haradinaj, 10000, Kosovo

Responsibilities:

- Teaching English for A1 – C2 Levels
- Teaching TOEFL

08.10.2018 – 04.03.2020 Lecturer and International Office Coordinator

"Universum" Str. Luan Haradinaj, 10000, Pristina, Kosovo

Courses:

- Academic Writing (in English)
- Research Methods (in English)
- Intercultural Communication (in English)
- English Language Skills

International Office Responsibilities:

- Establishing and managing partnerships
- Creating promotional material for international activities
- Coordinating international activities (staff weeks, conferences, summer schools, Erasmus+ exchanges etc.)
- Organizing interviews

March 2019

Trainer: Teaching English to Young Learners

KETNET – Kosovo English Teachers' Network

Responsibilities:

- Preparing presentations, handouts, and learning materials
- Delivering training and responding to questions
- Providing feedback and advice

English Language Teacher

01.12.2018 – 15.07.2019 *Anglia Examination Kosovo, Str. Imzot Nikeprelaj, Pristina*

02. 09.2016 – 05.10.2018 *Britannica ELT" Str. Imzot Nikeprelaj, Pristina*

October 2018

Trainer: Cultivating Critical Thinking Skills – “Media Literacy”

KETNET – Kosovo English Teachers' Network

Responsibilities:

- Preparing presentations, handouts, and learning materials
- Delivering training and responding to questions
- Providing feedback and advice

EDUCATION

01.11.2020 - present **PhD Candidate - Teacher Education and Educational Science**
*University of Ljubljana, the Faculty of Education, Kardeljeva
ploščad 16, SI – 1000 Ljubljana*

01.10.2017 – 20.02.2019 MA in Applied Linguistics with TESOL
*The University of Sheffield International Faculty, CITY
College Leontos Sofou 3, Thessaloniki 546 26, Greece*
Acquired subjects: Language and Linguistics, Intercultural
Communication, Language Teaching Methodology, Research
Methods, Issues in Second Language Acquisition, Discourse
Analysis, Corpora in Applied Linguistics, and Management for
Language Professionals.

02.10.2013 – 30.06.2017 Bachelor in English Language and Literature
*University of Pristina “Hasan Prishtina”, Str. Nëna Terezë, p.n,
10000, Pristina, Kosovo*
Principal subjects acquired: Modern Trends on Teaching,
Lesson Planning, English Grammar, Phonetics, Phonology,
English Literature, Stylistics, and Theory of Translation.

TRAINING

29.10.2021 – 30.10.2021 The Methodology of Teaching at Higher Education
*Professional Development and Innovation Center,- "AAB College" Str.
Elez Berisha, Nr.56 10000 Prishtinë, Kosovo*

29.10.2021 – 30.10.2021 Organizational Culture and Leadership
*Professional Development and Innovation Center,- "AAB College" Str.
Elez Berisha, Nr.56 10000 Prishtinë, Kosovo*

25.10.2021 - 25.10.2021 EFQM Certified Foundation Training
Ludwig Erhards Preis and EFQM

**25.09.2018 – 20.11.2018 Integrating Critical Thinking Skills in the Exploration of
Culture in EFL setting**
*The American (AE) E-Teacher Program, U.S. Department of
State and FHI 360*

01. 07. 2018 - 05. 08. 2018 “Creating ELT Materials” with Katherine Bilborough
International Teacher Development Institute –iTDi

**21.04.2018 – 10.05.2018 Preparation for Standardized Tests – TOEFL & SAT English –
Certificate of Completion**
*American Advising Centre, accredited by the MEST for
Professional Development and Licensing of Teachers, Faculty of
Education, 10000, Pristina, Kosovo*

KETNET – Kosovo English Teachers Network, University of Pristina “Hasan Prishtina”, Str. Nëna Terezë, p.n, 10000, Pristina, Kosovo

30 hours of training to train teachers on „Teaching English to Young Learners” (TEYL) and successfully participated in 12 hours of developing modules on TEYL.

02.08.2012 – 09.10.2012 ECDL (European Computer Driving License)

American University of Kosovo (AUK)

Microsoft Office 2010 - Concepts of Information and Communicative Technology (ICT), Using the Computer and Managing Files, Word Processing, Spreadsheets, Using Databases, Presentation, Web Browsing and Communication

PERSONAL SKILLS

Mother tongue(s) Albanian Language

Other Languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Interaction	Spoken Production	
English	C1	C2	C1	C1	C2

Communication and Organizational skills

- Outstanding verbal and non-verbal communication skills.
- Confident, sociable, and an empathic listener.
- Ability of general organization, especially planning and scheduling.
- Effective management of tasks in order for them not to pile up and to be finished on time.

Character traits Patient, organized, passionate, self-reflective

- Job-related skills**
- English productive and receptive skills
 - Creative and critical thinking
 - Good communication skills
 - Adaptability and motivation

Digital Competence

INFORMATION PROCESSING	COMMUNICATION	CONTENT CREATION	SAFETY	PROBLEM SOLVING
Proficient	Proficient	Independent	Independent	Independent

Driving License: B Category

OTHER CERTIFICATES

- 05.06.2023 – 09.06.2023** **Certificate of Attendance – Staff Training Week**
Masaryk University, Žerotínovo nám. 617/9, 601 77 Brno, Czechia
- 29.10.2021 – 30.10.2021** **Certificate of Participation – 10th UBT International Conference**
"UBT – Higher Education Institution" Str. Lagjja Kalabria, 10000 Prishtine, Kosovo
- 19.10.2018 – 21.10.2018** **Certificate of Achievement for Attending and Presenting – “Differentiated Instruction”**
10th International ELTAM – IATEFL – TESOL Conference, Struga, Macedonia
- 23.02.2018 – 25.02.2018** **Presenter’s Certificate – “Overcoming Obstacles, Shaping the Future**
International Conference of TESOL Macedonia- Thrace, Northern Greece
- 29.09.2017 – 30.09.2017** **Presenter’s Certificate – “Exploring Many Pathways of Learning”**
KETNET – Kosovo English Teachers’ Network
- 09.11.2016 - 05.01.2017** **Certificate of Participation – “American English Series”**
Bureau of Educational & Cultural Affairs – U.S Department
- 10.12.2016** **Presenter’s Certificate - “Sharing is Caring: Demonstrations for Successful English Teaching**
KETNET – Kosovo English Teachers’ Network
- 27.05.2016 – 28.05. 2016** **Presenter’s Certificate – “Thinking Back, Looking Ahead: Learning Within and Beyond the Classroom**
KETNET – Kosovo English Teachers’ Network