

PERSONAL INFORMATION

Bardhe Karra



📍 "Dritan Hoxha" street , Tirana, Albania

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Sex female |

Date of birth 09/12/1982

Nationality Albanian

WORK EXPERIENCE

January 2017 onward

Coordinator of the Faculty of Economic, Political and Social Sciences
Catholic University "Our Lady of Good Counsel" , Tirana, Albania.

April 2017 onward

Member of the Department of Economic and Entrepreneurship Sciences
Catholic University "Our Lady of Good Counsel" , Tirana, Albania.

**from December 2014 to
December 2016**

Responsible in the Accreditation Office and Quality Assessment
Catholic University "Our Lady of Good Counsel" , Tirana, Albania.

**from April 2015 to
November 2016**

Organizer and assistant in the office ICE – Italian Trade Agency
In charge of Contracts and projects in ICE – Italian Trade Agency .

**from November 2013 to
November 2014**

Assistant in the Marketing and Public Relations
Catholic University "Our Lady of Good Counsel" , Tirana, Albania.

**from February 2013 to
Setembre 2014**

Journalist
La Voce di Romagna, Rimini, Italy (www.lavocediromagna.com)
Correspondent for Albania, Albanian Press Review
Business/Sector - Mass media/Regional newspaper

**from October 2012 to
November 2012**

Interviewer
INSTAT –National Institute for Statistics, Tirana, Albania
In charge of Conducting interviews with the companies from Kurbin area
Business/sector - Public entity, statistics field

**from March 2012 to
August 2012**

Exhibition Project Assistant
Foundation Meeting for Friendship between people, Rimini, Italy
▪ In charge of Public relations, research/documentation, coordination of preparatory meetings, content development

Business/Sector - NGO, cultural field

- from March 2011 to
May 2011 Office Assistant
Universita' degli Studi di Milano – European Affairs Office, Milan, Italy
In charge of Correspondence, event organization, managing the archives
Sector public entity, Academic
- from May 2009 to
August 2009 Personal Assistant
Vice Minister Office, Albanian Ministry of Justice , Tirana, Albania
In charge of Correspondence, meetings scheduling, event organization, preparation of presentations
Business/sector - public administration
- from October 2004 to
November 2005 Secretary and Project Coordinator
Shoqata Internacionale per Solidaritetin (SHIS), Tirana, Albania - International Organization for Solidarity.
 - In charge of Correspondence, meetings scheduling, event organization, preparation of presentations
 - In charge of Project planning, coordination and reportingBusiness/sector - NGO, social field

EDUCATION AND TRAINING

- from September 2009 to
to March 2012 Second Level Diploma in “**Administration and Public Policies**”
Università degli Studi di Milano, Milan, Italy
Administrative Law, Local Entities Law, Finance and Fiscal Law, Local government,
Institutions Economy, Public Administration Economy, Governance Models
- from September 2005 to
to May 2009 First Level Diploma in “**Political Sciences and International Relations**”
Università Nostra Signora del Buon Consiglio, Tirana, Albania
Public Law, Civil Law, European law, International Law, Political Sciences, Political
Economy, European Union Economy, Contemporary History, Philosophy, Sociology,
Political Psychology
- from October 2002 to
to June 2004 Office Assistance
“**Maria Mazzarello**” Professional School, Tirana, Albania
Foreign languages (Italian and English), PC Literacy, Correspondence course,
Office ethics
- from September 1997 to
to July 2001 “**Mamuras High School**” , Albania
Scientific High School

PERSONAL SKILLS

Mother tongue(s) **Albanian**

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B1

Communication skills Excellent communication skills enhanced in intercultural environment, very good capacity of expression in writing.

Organisational / Managerial skills Leadership, organizational skills gained during personal/office assistant experience

June 2012 Foundation C.E.U.R and Foundation for Subsidiarity in Milan, Italy
“The Economic Crisis, Social Companies”
 Summer School

Job-related skills Very good analysis capacities developed as a correspondent journalist for an Italian newspaper

Computer skills Good command of Microsoft Office™ tools

Driving licence B

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