

PERSONAL INFORMATION

MIGENA NDREU



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Female , 14/07/1977 , Albanian.

WORK EXPERIENCE

From 2014 until now:

Freelancer: Content writer, Translator English to Albanian, Italian to Albanian , Management of Social Media.

From 2005- 2014

I worked as a lecturer and as part of Marketing sector at American University of Albania.

Main activities

Develop Marketing Campaign;

Conduct research and analyse data to identify and define audiences;

Writing and proofreading creative copy;

Organising events and updating databases;

Promotional activities etc.

Lecture planning, preparation and research.

Checking and assessing students' work.

Writing research proposals, papers and other publications;

Reading academic journals;

Attending and speaking at conferences and seminars;

From 2002- 2005

Working as lawyer.

Main activities

Draw up legal documents;

Represent clients in criminal and civil litigation and other legal proceedings;

Manage and advise clients on legal transactions;

Interpret laws, rulings and regulations for individuals and businesses;

Present and summarize cases to judges;

EDUCATION AND TRAINING

From **2010- 2013** MSc. in “Business management and technology” University of Sheffield, the UK.

From **1996-2000**, attended the University of Tirana, Title: Lawyer.

From **1991-1995** attended the High School “Gjergj Kastrioti”, Durrës , Albania.

PERSONAL SKILLS

Complete assignments well and on time, Hardworking, Time management, Flexibility, Motivation, Critical thinking.

Mother tongue(s) Albanian.

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C2
Italian	C2	C2	C2	C2	C1

Communication skills

Good communication skills gained through my experience as lawyer and lecturer.

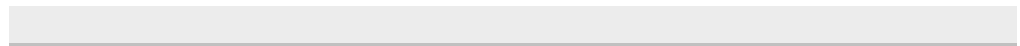
Organisational / managerial skills

Leadership skills like problem- solving and decision – making gained working at University with students as a lecturer.

Job-related skills Judgement and decision making;
 Communicating effectively in writing;
 Critical Thinking;
 Negotiating;
 Speech clarity;
 Written comprehension.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user



Good command of office suite (word processor, spread sheet, power point, excel), learned in everyday work as a lawyer and lecturer.

Other skills Attention to details;
 Punctuality;
 Meeting deadlines.

Driving licence Driving license category B.