

CURRICULUM VITAE

PERSONAL INFORMATION

Name/Surname: Klara Kodra
Address: Str. "Rruga e Dibrës", Tirana, Albania
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Birthday: 01.04.1989
Citizenship: Albanian

KEY COMPETENCES

Lawyer with expertise in human rights, European law and environmental law. Project manager at the European Centre since 2013. During my work in the civil society environment, I developed the ability to identify and analyze political, ethnic and gender dimensions as they affect human rights. My work experience involved direct support and capacity building to the central and local authorities, including assessment of human rights situations, identification of sources, research and drafting of legal opinions and reports on a variety of human rights issues. To carry out these responsibilities, I have contributed to the drafting of various documents, manuals, legal opinions, reports. I have a professional master in Faculty of Social Science in University of Tirana (UT) and graduated in law at the UT. I have been engaged at numerous training activities as an expert in European Integration and Human Rights topics.

WORK EXPERIENCE

March 2020 – ongoing

Executive Director at CEDI Centre (NGO)

Directs daily activity of CEDI Centre and represents legally its relation with third parties;
Reports periodically about the activity of the Centre to the Board of Directors, and all the times that are necessary for specific cases;
On receiving necessary funds from different subjects and donors;
Project management.

May 2013 - Ongoing

Project Manager at the European Centre

Project Proposal writing, monitoring and evaluation; and assisting in the organization strategic planning;
Participation in research works; translation and preparation of several materials, brochures and publications of different genres;
Represented the organization at external meetings, donor conferences, and other stakeholder forums.
Business or sector: Non-profit organization focused on the European Union, OSCE and Council of Europe, which comprises democracy, rule of law, good governance and human rights.

Sep. 2022 – Jan. 2023

Project Manager (Research) - Albanian Ombudsman on behalf of the European Union Fundamental Rights Agency (FRA 2022)

Coordinate the project team with overall responsibility for liaising with the Agency, as well as with the national authorities and for the timely execution of the Contract. Consulting and assisting the team on legal analysis.

Dec. 2022 – Jan 2022

Consultancy Contract - (Leviz Albania)

Deliberation of 5 focus-groups on the importance of networking and civic engagement for the improvement of local democracy.

Sep 2021 – Jan 2022

Project Manager - Albanian Ombudsman on behalf of the European Union Fundamental Rights Agency (FRA 2021)

Coordinate the project team with overall responsibility for liaising with the Agency, as well as with the national authorities and for the timely execution of the Contract. Consulting and assisting the team on legal analysis.

Jun. 2021 – Nov. 2021

Consultancy Contract (KAS ROLPSEE)

Consultancy Contract with CEDI and KAS ROL PSEE for the preparation of the manual “Data protection rights: a real challenge of postmodern society”.

Jan. 2021 – Mar. 2021

Consultancy Contract (Civil Rights Defenders)

Consultancy Contract with Civil Rights Defenders and European Centre to organize and manage the project “Moot Court Competition ECtHR Albania 2020” and prepare a summary of ECtHR cases VERSUS Albania accompanied with comments.

Sep. 2021 – Nov. 2020

Consultancy Contract (KAS ROLPSEE)

Consultancy Contract with CEDI and KAS ROL PSEE for the preparation of the leaflet “My EU Passport”

May. 2020 – Jul. 2020

Consultancy Contract (KAS Albania)

Consultancy Contract with KAS Albania to prepare a material for a descriptive application [ios & android], within framework of project “myEurope”

Sep.2019 – Nov. 2019

Consultancy Contract (European Centre & GIZ (SRD))

Consultancy Contract with EC and GIZ/PME for the preparation of the study “Situation and Stocking needs in Agriculture Vocational Education”

Feb. 2019 – Apr. 2019

Consultancy Contract (KAS Albania)

Consultancy Contract with KAS Albania to prepare a leaflet entitled “Empowering the Role of Young Women in the Decision Making Process”.

Sep. 2018 – Nov. 2018

Traineeship at European Court of Human Rights, Council of Europe

Under the supervision of judge L.Bianku, elected in respect of Albania, I carried out the following assignments: prepared reports on cases brought before the Court; carried out research

work on the jurisprudence of the European Court of Human Rights (migration cases and health related cases); attendance at public hearings etc.

Jan. 2018 – May 2018

Consultancy Contract (KAS Albania)

Consultancy Contract with KAS Albania to prepare a leaflet entitled “Challenges of Albania toward EU Accession”.

Oct.2017 - Jul. 2018

Consultancy Contract (European Centre & GIZ/PME)

Consultancy Contract with EC and GIZ/PME for the preparation of the leaflet “Integrate yourself towards the trade market”, with a special focus on refugees, asylum seeker and returnees.

Dec. 2016 - Sep. 2017

Freelance Consultant (OSCE)

Data collector (daily basis) within the framework of the Justice without Delays Project, at 9 different courts.

Dec. 2016 - Feb. 2017

Freelance Consultant (OSCE)

Consultancy Contract with OSCE to prepare a survey and deliver 5 focus groups, covering 5 municipalities of the country to support the access to VET and labor market for youth with a final objective to prevent child trafficking and exploitation. In framework of the project “Support Access to Vocational Education and Labor Market for Youth”.

Feb. 2016 – Mar. 2016

Consultancy Contract (KAS Albania)

Consultancy Contract with KAS Albania to prepare a handbook entitled “European Asylum Law”.

Oct. 2014 - Dec. 2015

Freelance Consultant (OSCE)

Consultancy Contract with OSCE to monitor the Administrative Court of First Instance of Tirana and deliver information on sessions scheduled and type of administrative disputes.

Sep. 2015 - Dec. 2015

Consultancy Contract (Civil Rights Defenders)

Consultancy Contract with Civil Rights Defenders and European Centre to organize and manage the project “Moot Court Competition ECtHR Albania 2015, II” between Albanian law faculties (annually).

Sep. 2012 - Apr. 2015

Legal adviser (G & G Group)

Consultancy Contract with “G&G Group” Studio to provide legal counsel on environmental issues, collect evidences through investigations and thoroughly reviewed details in lieu of legal issues and provisions, participate in administrative procedures, presenting various environment legal issues on behalf of projects aimed at increasing the civil society awareness.

Business or sector: Physic Person focused on environment and geosciences.

EDUCATION AND TRAINING

Nov. 2011 - Sep. 2012 Professional Master in Policy and Public Government, Faculty of Social Science, UT

Oct. 2007- Jul. 2011 Integrated Diploma of Second Level, Law Faculty, University of Tirana (UT)

QUALIFICATIONS AND TRAINING

Jun. 2017 - Feb. 2018 Participant to the Academy of European Integration and Negotiations, (Certificate of Completion), Tirana, Albania

Mar. 2016 - ongoing Participant to the Rule of Law Forum 2016, 2017, 2019 Sarajevo, Tirana, Dubrovnik.

Mar. 2015 Certificate for the participation in the training simulation “Vision and Wishes for Europe, Shaping the future of Europe”, Prevallë, Kosovo

Dec. 2014 Participant to the Training session on Human Rights for Albanian Lawyers, at the European Court of Human Rights/Strasbourg, France

Sep. 2014 Certificate of Completion in the “1st Summer University in Balkans - Albania.”

Aug. - Sep. 2014 Certificate of achievement in the “Encounter Europe” Summer European Academy 2014”, European Academy Otzenhausen & ASKO Europa Stiftung, Germany.

Jun. 2014 Certificate of accomplishment of the training “Minority rights in Albania”, UET Centre & IRCA & KAS SE

Apr. 2013 Training Course “Youth Program”, REC Albania, Tirana,

Apr. - Jun. 2011 Qualification course “Gender Equality” GTZ Open Regional Found for South East Europe - Legal Reform, Federal Ministry for Economic Cooperation and Development, Tirana

PERSONAL SKILLS

Mother tongue(s) Albanian

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	

Other language(s)	English	C1	C1	C1	C1	C1
	French	A2	A2	A1	A1	

Communication skills

Very good communication skills, acquired during my experience as project manager of the European Centre. Very good at holding speeches and public speaking, acquired during my experience in presenting various environment legal issues on behalf of projects organized by G&G Group Studio.

Organizational/ managerial skills

Very good organizational and managerial, leadership skills, acquired during implementing projects.

Computer skills

Extensive experience in usage of Windows 7 operating system, along with Microsoft Office Word, Power Point, Excel. I have used these programs during the period of university and in my Diploma. I have used these programs in my Office work in non- profits organization.

