

CURRICULUM VITAE

Name Surname: Mariel Hysa
Date of Birth: 05.12.1990
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Email: mariel.hysa@keyadviser.al / marielhysa@hotmail.com
Profession: Lawyer / Project Coordinator / Trainer
Years with firm: 8 years

Key qualifications:

- Extensive knowledge and 8 years of experience as a lawyer, project coordinator, consultant, and trainer;
- Successful cooperation with donor-funded international organizations/programs such as GIZ, DIMAK, EASI, UNICEF, etc.
- Knowledge and experience in Albanian legislation review, EC rules, policies, and procedures,
- Strong and proven analytical skills,
- Project Coordination and Management,
- Very good knowledge of Italian, English, and Albanian languages,

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
General High School "Ibrahim Muca", Librazhd (Albania) Sep 2005-Jul 2009	Maturity Diploma
University of Tirana, Faculty of Justice Tirana (Albania) Sep 2009-Jul 2012	Bachelor's Degree in Law
University of Tirana, Faculty of Justice (Albania) Sep 2013- Sep 2016	Scientific Master Degree in Public Law.
National Chamber of Advocacy, Tirane (Albania) Jan 2020	Lawyer - License Nr.12367

Training:

Institution, Organizations (Date from - Date to)	Title / Certificate
IOM 2021	Certificate of Completion "Including Migrants in Emergency Management, Integrated Approach to Reintegrated, Communication and Development, Migration Governance and Data"
GOPA, GIZ, ICMPD 2021	Certificate on Monitoring and Evaluation of Public Policies.
"Qemal Stafa Foundation and Kaalevi Sorsia Saato" 2019	Certificate "Training of Trainers" on Political Trainings.

GIZ, GFA 2019	Certificate Start Smart Instructor
Europe Agency 2018	Certificate as “Human Resources Manager”

Language skills: Indicate competence on a scale of 1 to 5 (1 -basic; 5 - excellent)

Language	Reading	Speaking	Writing
Albanian	5	5	5
English	5	5	4
Italian	4	5	5

Professional experience

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
01.10.2022- On Going	Albania	Key Adviser LTD GIZ “Providing short-term vocational training in the field of culinary” GIZ-ProSeed	Project Coordinator	<ul style="list-style-type: none"> • Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures. • Organizing, attending, and participating in stakeholder meetings. • Documenting and following up on important actions and decisions from meetings. • Preparing necessary presentation materials for meetings. • Ensuring project deadlines are met. • Providing administrative support as needed. • Undertaking project tasks as required • Assess project risks and issues and provide solutions where applicable. • Create a project management calendar for fulfilling each goal and objective. • Reporting according to the deadlines.

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
<i>October 2021-June 2022</i>	<i>Albania</i>	<i>Key Adviser LTD GIZ “Developing local plans for migration and diaspora in 5 municipalities”</i>	<i>Law Expert</i>	<ul style="list-style-type: none"> • Assistance in updating and monitoring process in continuous and systematic way the key data list of database and key information (figures / statistical categories) on trafficking persons, socio-economic data, etc. • Supporting in the creation of a consolidated data base with the key data list of the database and key information’s on the trafficking persons, socio-economic data etc. • Drafting a report for the first six months of the year 2021 for the trafficking situation, • Drafting a report on the current trafficking situation at the national level, based on regional assessment reports as well as findings and other studies at the national level, verified by anti-trafficking actors at the national level; • Preparing a training plan for the Referral Mechanism and Standard Procedures, • Perform other duties as may be assigned according to the needs of the project.
<i>March 2021-October 2021</i>	<i>Albania</i>	<i>Giz PACT Edu Innovation</i>	<i>Law Expert</i>	<ul style="list-style-type: none"> • Assistance in updating and monitoring process in a continuous and systematic way the key data list of database and key information (figures / statistical categories) on trafficking persons, socio-economic data, etc. • Supporting in the creation of a consolidated database with the key data list of the database and key information’s on the trafficking persons, socio-economic data etc. • Drafting a report for the first six months of the year 2021 for the trafficking situation, • Drafting a report on the current trafficking situation at the national level, based on regional assessment reports as well as findings and other studies at the national level, verified by anti-trafficking actors at the national level; • Preparing a training plan for the Referral Mechanism and Standard Procedures, Perform other duties as may be assigned according to the needs of the project.
<i>Nov 2020-On Going</i>	<i>Albania</i>	<i>Program “Migration for Development” Dimak Albania Progress Foundation</i>	<i>Migration Adviser</i>	<ul style="list-style-type: none"> • Mapping of the services offered by Public Institutions in Albania, • Preparing informative packages according to the needs of the returnees, • Preparing reports based on the informative packages, • Preparing time sheets monthly, • Exchange with PME team on knowledge from experience in working with clients • Support Dimak advisors on specific cases.

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
<i>Aug 2020- Apr 2022</i>	<i>Albania</i>	<i>Key Adviser Ltd UNICEF Albania "Transforming National Response to Human Trafficking in and from Albania"</i>	<i>Project Coordinator</i>	<ul style="list-style-type: none"> • Arrange venues and schedules for meetings between all of the individuals and stakeholders who will be contributing to a task • Write internal communications documents, including handouts and emails, to inform team members of important notices • Review materials created by others and offer suggestions for improvement • Edit and approve the final versions of products, using company guidelines as a gauge • Present progress and results of tasks to management and other interested parties in person or in digital format • Conduct regular analyzes of processes and procedures, making adjustments when necessary • Perform other relevant duties as required • Establish contact lists of collaborators and update information periodically

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
<i>Mar 2019- Jun 2019</i>	<i>Albania</i>	<i>“Albanian Center for European Policies”</i>	<i>Project Drafting Expert</i>	<ul style="list-style-type: none"> • Prepare presentation and necessary materials on Project drafting • Deliver training on Project drafting main elements, • Support the participants into drafting Project Ideas, • Provide advice or suggestions for improvement according to objectives of the training • Formulate plans to implement recommendations and overcome objections • Arrange for or provide training to people affected by change • Evaluate the situation periodically and make adjustments when needed • Prepare report and other necessary materials as its required,
<i>Nov 2018- May 2019</i>	<i>Albania</i>	<i>Key Adviser LTD GIZ ProSeed</i>	<i>Expert on Market Research</i>	<ul style="list-style-type: none"> • Meeting and liaising with clients to negotiate and agree research projects. • Preparing briefs and commissioning research. • Formulating plans or proposals to present to your client or senior management. • Writing and managing the distribution of surveys and questionnaires. • Briefing interviewers and researchers. • Liaising with and managing survey staff.
<i>May 2018- May 2021</i>	<i>Albania</i>	<i>Adriapol Institute “Forwork” Project</i>	<i>Project Officer</i>	<ul style="list-style-type: none"> • Performs the project documentation arrangement based on the recommendations and specifications required by the manager. • Performs a series of necessary tasks to assist in planning and implementing project programs. • Provides support for the organization, design and implementation of major projects in the future. • Maintain a close and very responsible relationship with the daily activities of the office. • Ensures the maintenance of an efficient office environment. • Analyzes various data, keeps notes, carries out research according to other defined tasks and according to project needs. • Analyzes different issues and proposes relevant solutions.

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
<i>Mar 2018- On Going</i>	<i>Albania</i>	<i>Key Adviser LTD</i>	<i>Projects Coordinator and Administrative Manager</i>	<ul style="list-style-type: none"> • Organising meetings and managing databases • Organising company events or conferences • Dealing with correspondence, complaints and queries • Preparing letters, presentations and reports. • Supervising and monitoring the work of administrative staff • Managing office budgets • Liaising with staff, suppliers and clients • Implementing and maintaining procedures/office administrative systems • Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. • Organizing, attending in stakeholder meetings. • Documenting and following up on important actions and decisions from meetings. • Preparing necessary presentation materials for meetings. • Ensuring project deadlines are met. • Determining project changes. • Providing administrative support as needed. • Undertaking project tasks as required.
<i>Jan 2017- March 2018</i>	<i>Albania</i>	<i>Europe Agency LTD</i>	<i>Human Resources Specialist</i>	<ul style="list-style-type: none"> • Scheduling and conducting job appraisals; • Preparation of salary budgets; monitoring and individual salary; • Recommending, planning and implementation of salary structures. • Design and implement effective training and development plans. • Perform quarterly and annual employee performance reviews. • Ensure all employee records are maintained • Update with new hire information or changes in employment status. • Identify the company's hiring needs. • Manage the recruitment process to ensure it runs smoothly.

Date from - Date to	Location	Company & reference person (name & contact details)	Position	Description
<i>Sep 2014 – Jan 2016</i>	<i>Albania</i>	<i>Local Web SRL</i>	<i>Back Office Manager</i>	<ul style="list-style-type: none"> • Schedule meetings and appointments • Organize the office layout and order stationery and equipment • Maintain the office condition and arrange necessary repairs • Partner with HR to update and maintain office policies as necessary • Organize office operations and procedures • Coordinate with IT department on all office equipment • Ensure that all items are invoiced and paid on time • Manage contract and price negotiations with office vendors, service providers and office lease • Manage office budget, ensure accurate and timely reporting.