



# Entela Gjyla

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## WORK EXPERIENCE

01/2023-CURRENT-Tirana, Albania

**PROJECT MANAGER- ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

DC-VET-Western Balkan Project Funded by European Commission

Rini Akive (RIN'AKT)- Active Youth Project, Founded by the Agency for Civil Society Protection

Developing and maintaining a comprehensive project plan that outlines the project's objectives, deliverables, timelines, budget, and risks.

Coordinating all aspects of the project, including managing project team members, ensuring effective communication among stakeholders, and monitoring progress against the project plan.

Identifying, assess, and mitigate risks to the project, and work with the project team

09/2022- 03/2023-Tirana, Albania

**HOSTING MOBILITY COORDINATOR -ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

Program planning with the program team to plan and prepare all aspects of the hosting mobility program, including accommodation, transportation, and activities for the participants.

Host organization management, including arranging site visits and ensuring participants are well-integrated into their host communities.

Managing all logistical aspects of the program, including travel arrangements, visa processing, and insurance.

Developing and maintaining partnerships with other organizations to enhance the program and increase its impact.

Quality assurance, ensuring that the program meets the quality standards set by the hosting organization, including monitoring and evaluating the program activities.

05/2021 - 04/2022 - Tirana, Albania

**RESEARCHER – ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

"A visit far from your future career" project funded by US Democracy Fund

Prepare materials needed for projects

Contribute in research activities related to the project, as relevant

Assist in the organization of meetings, workshops, training sessions and events as needed.

12/2019 - 12/2022 - Tirana, Albania

**ADMINISTRATIVE ASSISTANT & RESEARCHER – ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

INTERVET Western Balkan Project funded by the European Commission

Write and distribute emails, correspondences, letters, and forms

Develop and maintain a filing system

Update and maintain office policies and procedures

Maintain contact lists

Assist in the preparation of regularly scheduled reports

Assist in the organization of meetings, workshops, training sessions and events as needed.

Coordinate and organize different events

Assist in the coordination and management of the project

Contribute to research activities related to the project, as relevant

12/2021 - 02/2022 - Tirana, Albania

**MENTOR & TRAINER – ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

Mentoring Employees of the Information and Career Counseling Offices (ZIKK) in the Municipalities of Mat, Dibër and Kukës in the framework of Project "A Visit Far from your Future Career" funded by the US Embassy Program for Democracy.

09/2021 - 11/2021 - Tirana, Albania

**TRAINER – ALBANIAN SKILLS- NATIONAL ASSOCIATION FOR SKILLS COMPETITIONS**

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Youth Career Academy in Municipalities of Mat, Dibër, Kukës

Trainer in Sessions: Self-knowledge and personal skills; The importance of volunteering and community actions.

Trainer of Trainer-Training of Youth Workers of Career Counseling Offices in Municipalities of Mat, Dibër and Kukës

06/2019 - 07/2020 - Tirana, Albania

**SPECIALIST AT DEPARTMENT FOR DEVELOPMENT AND GOOD GOVERNANCE – PRIME MINISTERS OFFICE**

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Assist the Director in organizing meetings.

Prepares various materials depending on the Unit search.

Management of official documents for the Directorate.

Manages the Director's agenda.

Maintains meeting minutes.

It helps logistically in organizing meetings.

Assist the director with basic information on various issues.

Follows and implements each function assigned by the superior.

03/2019 - 06/2019 - Tirana, Albania

**INTERN AT DEPARTMENT FOR DEVELOPMENT AND GOOD GOVERNANCE – PRIME MINISTER OFFICE**

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02/2017 - 03/2019 - Tirana, Albania

**VOLUNTEER – NATIONAL CENTER FOR REHABILITATION OF THE BLIND PEOPLE IN ALBANIA**

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**Narrator**

Reading and recording the books, lectures, and various materials that people with visual problems need.

## ● **EDUCATION AND TRAINING**

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25/05/2023-15/07/2023-Online

**WORLD YOUTH ALLIANCE CERTIFIED PROGRAM- WYA Albania Chapter**

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Trainer for Human Rights and Human Dignity <https://wya.net/>

February-December 2022 - Tirana, Albania

**CSO ACADEMY (CIVIL SOCIETY ORGANIZATION ACADEMY) - Resource Center for Civil Society Sector**

12/2019 - 10/2021 - Boulevard "Gjergj Fishta", Tirana, Albania

**PROFESSIONAL MASTER IN CAREER GUIDANCE – University of Tirana, Faculty of Social Sciences, Albania**

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<https://fshs-ut.edu.al/>

05/2019 - 01/2020 - Street Vaso Pasha', Tirana, Albania

**DRIVEN LEADERSHIP ORIENTATION AT THE BASIC LEVEL – MCCAIN Institutes' Character, Albania**

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<https://www.mccainal.com/>

10/2017 - 10/2019 - Boulevard "Gjergj Fishta", Tirana, Albania

**MASTER OF SCIENCES IN SOCIOLOGY OF SOCIAL DEVELOPMENT – University of Tirana, Faculty of Social Sciences, Albania**

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<https://fshs-ut.edu.al/>

03/2018 - Tirana, Albania

**I AM EQUALITY AND NON-VIOLENT SOCIETY – VN (Projekte Vullnetare Ndërkombëtare)**

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09/2014 - 06/2017 - Boulevard "Gjergj Fishta", Tirana, Albania

**BACHELOR ON SOCIOLOGY – University of Tirana, Faculty of Social Sciences, Albania**

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## ● LANGUAGE SKILLS

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Mother tongue(s): **ALBANIAN**

Other language(s):

|                   | UNDERSTANDING |         | SPEAKING          |                    | WRITING |
|-------------------|---------------|---------|-------------------|--------------------|---------|
|                   | Listening     | Reading | Spoken production | Spoken interaction |         |
| <b>ENGLISH C1</b> |               | C1      | B2                | B2                 | B2      |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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### My Digital Skills

Microsoft Word | Microsoft PowerPoint | Google Drive | Social Media | Microsoft Excel

## ● CONFERENCES, EXCHANGES & STUDY VISITS

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08/06/2022 - 10/08/2022

**The Annual EBSN 2022 Conference 'Learning from the past – preparing for the future, Basicskills for adults in 2030'**

**The topic of the presentation: The impact of the COVID-19 pandemic on VET teachers. Challenges and lessons learned. What we can do to help teachers become confident users of a hybrid approach to learning provision?**

<https://conference.basicskills.eu/ebsn-annual-conference-2022-info/#thu>

18/05/2022 - 18/05/2022

**National Scientific Conference "Restructuring society under the pressure of the pandemic", the University of Tirana, Department of Sociology**

The topic of the paper is "The impact of the COVID-19 pandemic on the activity of teachers of professional schools in the city of Tirana. Challenges and changes in the teaching process"

16/11/2019 - 19/11/2019

**Technical Assistance to Gender Equality Agenda in Albania in the process of accession the EU- Study Visit, Stockholm, Sweden**

06/11/2018 - 08/11/2018

**Regional community of practice on GRB watchdog reporting North Macedonia, Albania and the Republic of Moldova - Study Visit, North Macedonia**

02/08/2018 - 07/08/2018

**Youth Exchange "The Voice of Europe", Nis Serbia**

13/06/2018 - 15/06/2018

**10-th International EFRJ Conference 'Expanding the restorative imagination. Restorative Justice between realities and visions in Europe, Tirana Albania**

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