

CURRICULUM VITAE

1. Family name:	Blakaj	
2. First name:	Etleva	
3. Nationality:	Albanian	
4. State:	Kosovan	
5. Date of Birth:	29 September 1977	
6. Gender:	Female	
7. Contact details:		
<i>Email:</i>	etleva.blakaj@ushaf.net	
<i>Tel:</i>		
8. Education level:		
<i>Institution:</i>	University of Prishtina	
<i>Date of Graduation:</i>	October 2016	
<i>Diploma/Doctorate:</i>	Doctoral studies	
<i>Institution:</i>	Imperial College of Science, Technology and Medicine, London	
<i>Date of Graduation:</i>	September 1999	
<i>Diploma/Master:</i>	Master	
<i>Institution:</i>	University of Prishtina	
<i>Date of Graduation:</i>	November 1993	
<i>Diploma:</i>	Graduated Mechanical Engineer	
9. Academic title:	MSc	
<i>Institution:</i>	University of Prishtina	
<i>Date of Habilitation:</i>	January 2016	
10. Scientific publications		
Scientific Journals		
<i>Title of the paper</i>	<i>Name of the journal</i>	<i>Year / Volume / page</i>
Abstracts and publications on International and National Scientific Conferences		
<i>Title of the paper</i>	<i>Name of the journal</i>	<i>Year / Volume / page</i>
<i>Deutsche Albanologen in den Schriften von Faik Konica</i>	<i>Deutsch-Albanische Sprach- und Kulturbeziehungen in Geschichte und Gegenwart</i>	May 2017
11. Employment:		
<i>Date:</i>	October 2018 - ongoing	
<i>Place:</i>	Ferizaj	
<i>Institution name:</i>	University of Applied Sciences in Ferizaj	
<i>Position:</i>	Lecturer	

<i>Description:</i>	Lecturer of German Language
<i>Date:</i>	October 2017 - ongoing
<i>Place:</i>	Prishtina
<i>Institution name:</i>	AAB College
<i>Position:</i>	Lecturer
<i>Description:</i>	Lecturer of German Language
<i>Date:</i>	October 2016 – May 2018
<i>Place:</i>	Mitrovica
<i>Institution name:</i>	University of Mitrovica
<i>Position:</i>	Lecturer
<i>Description:</i>	Lecturer of German Language
<i>Date:</i>	February 2015 – March 2018
<i>Place:</i>	Prishtina
<i>Institution name:</i>	WUS Austria, Head Office Graz
<i>Position:</i>	Head of WUS Austria Office in Prishtina, and Project/ office Manager of ALLED Project “Aligning Education with Labour Market Needs”
<i>Description:</i>	- Coordination of project implementation in Kosovo and day-to-day management of the Project, in close cooperation with the project team, especially with the Team Leader - Support to all consortium members staff in project related issues - Provision of input to local and international experts - Preparation of the content and design of the trainings, workshops, as well as other events - Support to the Team Leader and Financial Officer in the proper financial management of the project funds and local project account according to the contractual regulations and national legal framework - Support to the administration and controlling of relevant budget items of the project budget. - Organization of meetings, workshops, seminars, study visits, highly ranked conferences, as well as opening events - Facilitation of the communication with all parties involved in the Project (consortium members, donor/s, stakeholders and other parties involved). - Networking and constant communication with relevant national and international stakeholders - Preparation of the monthly, quarterly and annual reports, in close cooperation with the Team Leader and project team - Regular reporting to the donors and other project partners - Close monitoring of the development of corporate design, including official documents, in compliance with the EU and ADA visibility guidelines - Preparation of the articles for projects’ web page and social media accounts, including here the preparation of specific stories - Support to the Team Leader in public relation matters, including in creating official documents, as well as

	presentations for different occasions - Delivery and report on the work of the project office and its staff - Managing the implementation of WUS Austria Projects in Kosovo, including the financial management of their funds - Preparation of the WUS Austria yearly reports for the Ministry of Public Administration in Kosovo, including constant communication with the audits, for the preparation of the financial report.
<i>Date:</i>	September 2014 – February 2015
<i>Place:</i>	Prishtina
<i>Institution name:</i>	National Qualification Authority
<i>Position:</i>	Expert
<i>Description:</i>	- Evaluation for accreditation of programmes for German Language offered by private providers - Visits to institutions - Evaluation of application documents, including curricula and syllabi - Preparation of reports
<i>Date:</i>	January 2012 – October 2015
<i>Place:</i>	Prishtinë
<i>Institution name:</i>	WUS Austria, Head Office Graz
<i>Position:</i>	Head of WUS Austria Office in Prishtina, and Project Manager of Higher KOS Project “Promoting Institutional Development in Higher Education and Research in Kosovo”
<i>Description:</i>	- Coordination of project implementation in Kosovo and day-to-day management of the Project, in close cooperation with the project team - Support to all consortium members staff in project related issues - Organization of meetings, workshops, seminars, study visits, highly ranked conferences, as well as other related events - Facilitation of the communication with all parties involved in the Project (consortium members, donor/s, stakeholders and other parties involved). - Networking and constant communication with relevant national and international stakeholders - Based on the planned deliverables, calculating, managing and requesting cash flow on regular basis. - Preparation of projects’ half year reports as well as annual reports - Preparation of monthly financial reports for the head office in Graz - Regular reporting to the head office in Graz, donors as well as other project partners - Support to the Project Director in public relation matters - Managing the implementation of WUS Austria Projects in Kosovo, including the financial management of their funds - Preparation of the WUS Austria yearly reports for the Ministry of Public Administration in Kosovo, including

	constant communication with the audits, for the preparation of the financial report - Support to the Project Director and Head of Finances in Graz, in the proper financial management of the project funds and local project account according to the contractual regulations and national legal framework - Support to the head office in Graz and controlling of relevant budget items of the project budget. - Delivery and report on the work of the project office and its staff - Monitor the educational landscape (with the focus in higher education) in Kosovo and prepare reports for Austrian Development Agency (ADC Office in Kosovo)
<i>Date:</i>	August 2008 – January 2012
<i>Place:</i>	Prishtina
<i>Institution name:</i>	Austrian Embassy in Kosovo
<i>Position:</i>	Interpreter and personal assistant to the Ambassador
<i>Description:</i>	- Manage the Ambassadors schedule and organize in-country visits for the Ambassador and his delegations. - Serve as the primary interpreter for all the day-to-day and high profile meetings. - Organize visits and meetings for high level Austrian delegations - Organize meetings for the Austrian Ambassador and serve as the primary interpreter for meetings with the Office of the Kosovan President, Prime Minister and other Ministries representatives. - Manage schedules and meetings for the members of the Austrian Parliament as well as visits from the VP of EU Parliament. - All these visits and meetings involved the identification of needed resources, budgeting and coordination with multiple offices and staff within the Embassy and with the Kosovan Government counterparts. - Compile and translate a selection of daily local news. - Coordinate meetings with the Austrian Chamber of Commerce and other Austrian interests represented in Kosovo. - Support the Austrian Consulate in Prishtina with visa processing needs - Serve as a point of contact with Austrian citizens living in Kosovo.
<i>Date:</i>	2007 – August 2008
<i>Place:</i>	Prishtina
<i>Institution name:</i>	KulturKontakt Austria
<i>Position:</i>	Deputy head of the Austrian Educational Coordinator
<i>Description:</i>	- Coordination of project implementation in Kosovo and day-to-day management of the Project, in close cooperation with the Austrian Educational Coordinator - Develop project work-plans and ensure timely production of

	deliverables. - Track deliverables and project budget. - Based on the planned deliverables, calculating, managing and requesting cash flow on regular basis. - Support teacher training and curriculum development for 10 vocational schools. - Provide project reports, including financial reports, to HQ and Austrian Development Agency (ADA). - Create and facilitate partnerships with the Ministry of Education, Science and Technology, Municipality Education Directorates and schools. - Organization of meetings, seminars, workshops, study visits as well as fairs. - Marketing for Projects of KulturKontakt Austria, especially for ECO NET project. - Monitor the educational landscape (with the focus in vocational education) in Kosovo and prepare reports for the Austrian Educational Coordinator as well as Austrian Development Agency (ADC Office in Kosovo)		
Date:	2005-2007		
Place:	Prishtina		
Institution name:	American School of Kosova		
Position:	Teacher of German Language		
Description:	- Head teacher of elementary school (Grade 5-9) - Head of the school charity club for the grades 5-9		
Date:	2003-2005		
Place:	Prishtina		
Institution name:	Gymnasium “Sami Frasheri”,		
Position:	Teacher of German Language		
Description:	Teach students of different age, abilities and knowledge levels		
Date:	2002-2003		
Place:	Prishtina		
Institution name:	European School in Kosovo		
Position:	Teacher of German Language		
Description:	- Teach students that returned from different German speaking countries - Part time translator for Dr. Erich Rabitsch, head of the European School in Kosovo		
13. Additional information:			
Organisation skills and competences:	Team spirit; Good ability to adapt to multicultural environments, gained through my work experience; Good communication skills gained through my experience as teacher, translator and liaison point between local and international actors		
Computer skills and competences:	Good command of Microsoft Office tools (Word, Excel and PowerPoint)		
Language skills: (1 through 5: 1-lowest - 5 fluent)			
Language	Speaking	Written	Reading

German	5	5	5
English	5	5	5
Serbian	5	4	5