

## PERSONAL INFORMATION

**Marta Bala Apostol**

📍 Lagja "28 Nentori", Rruga "At Kristo Negovani", Vlore. Albania

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✉ marta\_bala@yahoo.com

Sex Female

Date of birth 28/04/1982

Nationality Albanian

## WORK EXPERIENCE

From 07/2014 on going

**Auleda Local Economic Development Agency  
Communication Media Coordinator - ON GOING**

Bulevardi Vlore- Skele, prane Bankes Italo-Shqiptare Vlore (Albania)

- Responsible for communication with national and international partners, project documents preparation, project activity implementation, translation and reports preparation.

From 06/2010-10/2013

Non-profit organisation

**Al-Benis Shpk**

Rruga Transballkanike Vlore

Responsible for communications with national and international collaborating companies, communications of orders, material quantity and quality references with:

Jalas /Finland

Imac/italy

Alba&n Italy

Albashoes/Lac/Tirana

Bikkenbergs/italy

Zeis /italy

Privat Sector Bussines ( Shoes Factory)

From 11/2013-06/2014

**Alba Shoes Group**

Ish Parku i Mallrave Rruga Ramize Gjebrea Vlore

Responsible for communications with national and international collaborating companies, communications of orders, material quantity and quality references with:

Jalas /Finland

Imac/italy

Alba&n Italy

Albashoes/Lac/Tirana

Bikkenbergs/italy

Zeis /italy

Privat Sector Bussines ( Shoes Factory)

From 04/2008 -02/2010

**Auleda Local Economic Development Agency  
Office Manager/Project Assistant/project coordinator**

Bulevardi Vlore- Skele, prane Bankes Italo-Shqiptare Vlore (Albania)

Assist in project implementation and prepare all necessary documents, translation of month and annual reports, leaflets, surveys, publications and representing agency in different projects implementation and activities.

Non-profit organisation

EDUCATION AND TRAINING

2002-2006 **English Branch**  
 “Ismail Qemali” University”  
 Graduated in the department of foreigner languages **English Branch” As Teacher And Translator Of English Language**

**August-November 2008** In collaboration with PSES-TU, DLPIub Albania, CPPPSL, IRDD, PROSPECT and CCEP  
 The program “ Toward the strengthening of the new leadership as, a direct form of tomorrow’s governance quality”  
**VLORA INTERNATIONAL SUMMER UNIVERSITY-**  
**Cultural Diversity in South East Europe: “Sustainable source of peace or conflicts in the Euro-Atlantic integration and democratization process”**

**October 2008** **REC –Master-Class**  
 Certificated in the **Advocacy and Public Relation sector.**  
 Tirane-Albania.

**March 2009** Certificated about computer programs in the Regional Directory of Public Professional Education- Vlore.  
**Valuation – VERY GOOD**

**May 2012** **Electronic signature and electronic document,**  
**Creation and electronic document security, PKI infrastructure and interoperability.**

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Greek	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD
English	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD
Italian	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD	VERY GOOD

- Communication skills** - Excellent communication skills gained through my experience as office manager, communication with different organizations and companies.  
-Excellent contact skills multicultural environments, gained through my work experience in different sectors as: NGO office , Notaries, Air-condition Company and Shoes factory .
- Organisational / managerial skills** good organisational skills gained through my experience of work promoting events  
▪ good team-leading skills gained as trainer in different working projects
- Job-related skills** ▪ Very good command of quality control processes and great team organization for all working processes and events.  
▪ Very good performance as translator in a Notary Office  
▪ Very Good performance as public manager and sale manager at Air Conditioner Company "Interthem"  
Very good performance as office manager, project coordinator, events organizations and public relation.
- Computer skills** -Good command of Microsoft Office tools (Word, Excel and PowerPoint Publisher etc);
- Driving licence** ▪ B

ADDITIONAL INFORMATION

- Presentations
  - Projects
  - Conferences
  - Seminars
  - Honours and awards
  - Memberships
  - References
- ✓ **Project: "I&A"**- Portale interattivo Italia-Albania della cultura e del turismo. (project manager, translator Interreg III A. Financed from the European Community 2006-2008.
  - ✓ **Project: "Citrus" Innovative System for Rural Tourism and Sustainable. New Technologies.** Interreg III A-B&B Structures.. Financed from the European Community 2006-2008
  - ✓ **Project LEDA:**" Local Economic Development Agency support local authorities in implementing development projects in cooperation with local stakeholders", Financed from UNDP -2007
  - ✓ **Project 3 Objective:** Institutional Cooperation between Puglia and Albanian about the European Community Politics for the Mediterranean" Financed from European Commission INTERREG IIIA project
  - ✓ **Project:** Social integration of the women of Lumi Vlore, through incomes generation from the commerce of aromatic and medicinal plants". Financed from SOROS Foundation
  - ✓ **Project:** Construction of an artificial wetland for the treatment of sewage in Narta School, Narta Lagoon area". Financed from JEF-UNDP
  - ✓ **Project: Rural Economy,** financed from OXFAM GB
  - ✓ **Project ROSA:**The realization of an integrated network between the researches organs, fair organs, local and regional organs, the economical development agencies, located to the Adriatic area, for the birth of the innovative entrepreneurs consolidation" ROSA- CARDS
  - ✓ **Project: Mental Health:** "Social enterprised for the psychosocial integration of the patients of the psychiatric hospital in Vlora city. Financed from Puglia Region
  - ✓ **Project:** Construction of the farmers trade Orikum, Financed from OXFAM. (project manager, translator)
  - ✓ **Project:** Support for the farmers of Shushica Valley of Vlora Region to reach the trade". Financed from OXFAM
  - ✓ **Smartinno Project:** Smart Network And Sustainable Innovation Cluster To Increase Rdi Competitiveness Of Smes In The Adriatic- IPA Adriatic Cross-Border Cooperation 2007-2013
  - ✓ **Craft in Action Project** IPA- Cross-Border Cooperation

Publications Collaborator in the Auleda Local Economin development Agency publications, Annual reports and leaflets in the frame of the projects:

- ✓ Auledas web page
- ✓ Orikum Guide Publication
- ✓ Agro-Guide of Orikum treasures
- ✓ Publication Survey "Ecological Valley"
- ✓ Leaflets publications
- ✓ Project presentations with posters and PowerPoint materials.

Participation in national and international fairs. *Organization of different fairs in the frame of agency projects financed from Ocfam GB.*

- ✓ Summer in Orikum 2008
- ✓ Summer in Orikum 2009
- ✓ International Fair of Handicraft products in Gjirokaster 2008
- ✓ International Fair of Cross-Border shared integrated Alternative Tourism 2014

### Conferences

#### I&A Project.

Conference in Lecce ( Agency referent about the project conclusion)

#### SITRUS Project.

Conference in Saranda "Hotel Butrinti" Agency referent about project conclusion

#### Rosa Project

Agency representative in the final event of project realization Campo-Basso –Italy.

#### Oxfam Project

Rural Economy and opportunities for young people in Albania Agency representative

### Trainings

- ✓ Organization of Word Vision different trainings in the frame of their project to support children's and youngsters of the rural areas.
- ✓ Consulted about the procedures of Albanian Budget as support for the Civil Society
- ✓ Public Health with more green surfaces -Rec
- ✓ Energy Resources as Sustainable Development Source organized from the Italian Embassy – Tirane
- ✓ Politics that should be followed to reduce poverty.(Oxfam GB)
- ✓ Egyptian Minority in Albania the Role of Civil Society in the integration of this minority.
- ✓ Gender equability in the families. General view about gender equability in Albania.
- ✓ Different workshops with representatives of Vlora Prefecture, Municipality, Technologic University "Ismail Qemali", Cultural and Nature Monuments Department, Agriculture Directory as with other institutions that operate in Vlora Region in the frame of projects in the period 2007 -2010
- ✓ International meeting of **AdriaPAN**, the **Adriatic** Protected Areas Network and project implementation.