

PERSONAL INFORMATION

Elona Çera



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Sex Female | **Date of birth** 08/10/1993 | **Nationality** Albanian

WORK EXPERIENCE

15/062019 – Ongoing

Lecturer

University of Metropolitan Tirana, Faculty of Economics

Lecturer of “Business Strategy” and “Business Communication” courses

15/06/2019 – Ongoing

Coordinator of Metropolitan Incubator

Metroresearch, University of Metropolitan Tirana

- Facilitation of strategic planning for the incubator and start-up
- Management and coordination of activities in the Metropolitan Incubator;
- Development of information sessions and programs for students on issues related to start-up-s;
- Development of a mentoring relationship between the advisory structure and start-up
- Advising established start-ups and inform about specific funding and tax incentives available
- Direction of the policy and services of the Metropolitan Incubator in order to promote services, public outreach and beyond and its continuity;
- Promotion of Metropolitan Incubator, it’s programs and employees at every opportunity

20/09/2017- 30/04/2019

Consultant at “Skills for Jobs” Project

Swisscontact Albania

- Data analysis in accordance with Monitoring and Result Measurement (MRM) provisions;
- Coordination and strategic plan design of the “Mentors’ Training” product terms of reference and guidelines, as well as legislation compatibility assessment;
- Training organization, coordination, and monitoring;
- Desk research and analytical support on drop-out phenomenon at VET schools under the supervision of the project, and on the “Tracer” product;
- Data analysis and statistical interpretation.
- Drafting contracts and monitoring the implementation of contractual proceedings

08/04/2018 – Ongoing

Part-Time Lecturer

University of Tirana, Faculty of Social Sciences

Lecturer of “ Social Research Methodology” course

Assistant Lecturer of “Project Management” course

08/10/2017 – Ongoing

Assistant Lecturer

University of Tirana, Faculty of Economics

Assistant Lecturer of “Human Resources Management” course

26/02/2015 – 21/05/2015

Internship

Tirana Regional Directorate of Social Security

EDUCATION AND TRAINING

20/11/2015 – 28/09/2017

Master of Sciences (MSc), Public Administration, University of Tirana, Faculty of Economics, 2015-2019

08/10/2012 – 14/07/2015

Bachelor’s Degree (BA), Administration and Social Policies, University of Tirana, Faculty of Social Sciences, 2012-2015

14/08/2018 – 26/08/2018

Bucharest University for Economic Studies

Summer University “Cultural Heritage: fostering community spirit and sustainable development

06/10/2019 – 18/10/2019

In-Company Mentor’s Training

Swisscontact Albania, Tirane

08/10/2012 – 14/07/2015

Human Resources Management

Europe Training Institute, Tirane, Albania

PERSONAL SKILLS

Mother tongue(s)

Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	BE

German

A1

A2

A1

A1

A1

Communication skills

Excellent interpersonal skills gained through my work experience;
 Strong verbal skills acquired through communication with managers and partners;
 Enthusiastic and committed;
 Very good general communication skills and leadership skills;

Organisational / managerial skills

Committed to the assessment of all potential factors contributing to a situation and oriented toward problem-solving;
 Attentive toward details;
 Committed to achieving results in time, deadline-oriented;

Driving licence

Category B

ADDITIONAL INFORMATION

Publications

International Conference on Recent Social Studies and Research, Rome 2019.

Certifications

Publication "Factors Influencing Organizational Performance: Work Environment, Training-Development, Management and Organizational Culture"
 ISBN 9781647135799

International Conference on Education and Cultural Heritage, Brussels 2017

Publication "Promotion of Cultural and Natural Heritage. Preservation and their importance in the development of tourism "

6th International Conference on Humanities and Social Sciences, London 2016.

Publication "Factors Affecting the Entrepreneurship of Students: The Role of Educational Programs, Subjective Standards, and Perceived Behaviour Control"
 ISBN: 978-88-909163-28

Interdisciplinary international conference in Tetovo-Macedonia 2016 "Sustainable education and development: the future we are creating".

International Conference 2014 "Mental Health in the Prison System in Albania and Europe's Best Practices as a reflection of the positive obligations of the state, within the framework of Human Rights"