



Orkida Muca

Date of Birth: 03/12/1976

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Objective: To work in organizational and international leadership in education.

PROFESSIONAL EXPERIENCE

2009-Present	Abraham Lincoln Foundation <i>Microsoft Office Programs Teacher</i> I teach the Office Skills Course: Typing, Windows, Ms Word, Ms Excel, Ms Powerpoint, Ms Outlook and Mail& Internet. I have prepared two books with lectures in Albanian for the students (2009-present): Microsoft Office 2003, Microsoft Office 2007 and Microsoft Office 2010.	Tirana, Albania
2005-Present	Fan Noli Publishing House <i>Book Translator</i> <ul style="list-style-type: none"> • Translated from Italian into Albanian the following books: "On Cocaine", Sigmund Freud in 2006, "Essay on Psychoanalysis" of Sigmund Freud in 2006 • Translated from English into Albanian the following books: "The Shop" of Emyr Humphreys in 2007, "Aziz Bey' s Tragic Incident" of Ayfer Tunç, in 2008, "Inside Rika's Brain" of Levent Mete in 2008, "Razor Boy" of Gönül Kivilcim in 2009, "Blame the Apple "Cem Selcen in 2009, "Sarcophagus" of Cem Mumcu in 2009, "Prisoners of Ourselves" of Gonduz H Vassaf in 2010, "My father's house" of Orhan Kemal in 2010, "A mind at peace" of Ahmet Hamdi Tanpınar in 2011, "Destina" of Mine Kirikkanat in 2012, "The other "(ÖTEKİ) of Ece Vahapoğlu in 2013, "Ice-cream man", of Katri Lipson, in 2014. Business book of Jason Fried and David Heinemeier Hansson, "Rework", in 2015. (Ejal Publishing) American novel of Elin Hilderbrand, "The matchmaker", in 2015.(Ejal Publishing) Estonian novel of Meelis Friedenthal, "The willow king", in 2016, "Needle-fish", of Hakan Gunday, in 2018, "Chamber of Dream Merchants" of Çiler İlhan, in 2018. <i>Editor</i> I have redacted from "Interpretation of dreams" of Sigmund Freud in 2007.	Tirana, Albania
Sept 2011	ANEGINO <i>English Translator</i> Translator from English into Albanian of Anegino website, a new advanced recruitment system in Albania. This was a translation project with technical (computer) terms. One of the most important translation projects in Albania.	Tirana, Albania
2007-2009	Albanian British Chamber of Commerce (ABCCI) <i>Assistant</i> <ul style="list-style-type: none"> • Translated from and into English the speeches held on events from the president of the organization. • Translated from English into Albanian and from Albanian into English various documents, laws, presentations, ABCCI website, invitations etc. • Formulated introduction letters, activity letters, renewal letters, member specific letters, Albania Profile on the trade guide of COBCOE (Research paper) • Worked on ABCCI website, translation of Chamber's news, wrote and uploaded the events content in English and Albanian • Followed up participation of foreign and Albanian members in important events • Made vast internet searches of foreign organizations and also of specific products for members. Books translated for ABCCI: Manage your time	Tirana, Albania
2006-2009	British College <i>Computer Instructor</i> Taught IT Foundation Course, Microsoft PowerPoint, Microsoft Access, Internet etc	Tirana, Albania
2000-2005	Tirana International School (QSI) <i>Science, Computer and Math Teacher</i> Teacher of Tirana International School , a residence for foreign children of embassies and businesses. I taught from 2000-2005 the following subjects in English to students of different nationalities: <ul style="list-style-type: none"> • High School Biology Teacher 2000-2004 • High School Chemistry Teacher 2000-2004 • Computer Teacher 2000-2005 • Taught Hyperstudio, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft FrontPage, Internet. • Mathematics & High School Geometry Teacher 2000-2004 • Taught Math to 12-13 year olds 	Tirana, Albania

- Taught Geometry and Algebra to 15-17 year olds

Physical Education Teacher

2000-2004

- Taught PE to 6-8 year olds

Other responsibilities:

- Participated in activities and workshops organized and instructed by American university professors at the school
- Organized various activities for elementary and secondary students, such as science fairs, special activities and sport games.
- Made selection and order of all science equipments.and educational software and programs: Typing Programs, Educational Software for Elementary and Secondary students, Visual Thinking and Learning Tools(Conceptual maps), Software for multimedia projects: Powerpoint + Hyperstudio.
- Installed all Computer Software

1999 Teacher of English and Science in local schools Tirana, Albania

EDUCATION

1995-1999 **University of Tirana, Faculty of Natural Sciences** Tirana, Albania

Bachelor of Biology and Chemistry

1999 **Training Certificate from Universe Computer School** Tirana, Albania

Windows, Microsoft Word, Microsoft Excel

1999-2000 **English Diploma of Advanced Course from Adas Centre** Tirana, Albania

2002 **Specialized Advanced Educational Training in Computer Technology, Science Education, Gifted Education and Parents in Education, at Boise State University, Boise, Idaho** Boise, ID

I was one of the two teachers selected by the director of Tirana International School to have a Specialized Advanced Educational Training offered by Quality Schools International(QSI) in the USA:

Certificate of Achievement in recognition of attendance and participation during Summer 2002:

Educational Technology, Science Education, Gifted Education, Parents in Education.

The Educational Technology and Science advanced specialized training program I had in US was on:

Tech Tools for Educators, Electronic Portfolios, Web design for students and teachers, Word, Excel Integrated Training, Web-quests, Rubrics, Electronic Websites, Engaging Parents in Education etc. The Jason Project: Leaving the Discovery and Research to the student, IIM Action Strategies to Support Secondary Students in Research Studies, K-5 Science, Mathematics and Technology: Inquiry, The Globe Program, Global Learning and Observations to Benefit the Environment, etc. Thinking like Leonardo Davinci,

2002 **The Globe Program, Global Learning and Observations to Benefit the Environment Certification at Boise State University, Idaho, USA** Boise, ID

2002 **Computer based TOEFL test, 587 points** Istanbul, Turkey

2006 **FBA - Advanced Computer Formation Certificate from ISSETI** 92 POINTS

2006 **International certification from Brainbench in MS Office Fundamentals 2003** 3.33 POINT

2006 **Programming Paskal Certificate from ISSETI**

2007 **International certification from Brainbench in MS Excel Fundamentals 2003** 3.32 POINTS

2008 **Finance 5.0 Certificate from ISSETI**

2012 **International certification from Brainbench in MS Office Fundamentals 2007** 3.99 POINTS



TRANSCRIPT ID 6207507. My Ranking=1(Top)

PERSONAL SKILLS

- Excellent English speaking person. Able to fluently speak English, Italian, Spanish.
- Excellent in Microsoft Office such as MS Word, MS Excel, Powerpoint, Outlook, Publisher, Web design and other computer programs; trained in BSU, Boise, Idaho USA. Due to my work experiences I am knowledgeable with and apply the most recent technology innovations.
- Excellent in analytical research, open-minded and quick learner who can absorb new ideas and can communicate clearly & effectively with people from all social & professional backgrounds.
- Rich background in research of resources in IT, science, marketing, literature and culture in books, encyclopedias and internet.

ACTIVITIES

- Travelled to Turkey, Muskegon, Michigan and Boise, Idaho, USA

REFERENCES – Available on request.