

Alban Shpata

D.O.B.
31.07.1976

Experience

Dec 2002 – present **ProCredit Bank** **Tirana**
Translator

- Responsible for the accurate creation of translated Albanian and English content for a variety of projects including marketing communications materials, technical publications
- Translate correctly all the required documents to the best of own abilities within the specified timeframe including but not limited to regulations, manuals and procedures, legal documents, laws, bylaws, press and internet articles, etc.
- Interpret in real time during meetings, TV shows or press conferences

April 2005 – present **ProCredit Bank** **Tirana**
Editorial Staff

- Inquire and write articles about different aspects of daily life in ProCredit published in Bank's newsletter, in English and Albanian

May 2002 – Dec 2002 **Gjelivizion** **Tirana**
Translator

- Translate subtitles of movies and documentaries
- Proofread translations of movies and documentaries

Jun 1998 - July 1999 **MEDAIR-Albania** **Albania**
Interpreter / Translator

- Interpret conversations between expatriate staff and local staff
- Translate and prepare official letters

Experience

Jul 1997- April 1998 Bethany Int. Services Tirana
Interpreter / Translator

- Interpret conversations between British and American staff and local Albanian staff
- Translate and word process reports

Education

1990 –1994: General High School
1994 - 1996: University of Elbasan, Albania
British and American Studies

Computer Literacy

MS Windows, MS Office (Word, Excel, PowerPoint, Outlook)
Typing 70 wpm on English word processors

Languages

Competency marked 5 to 1 (5 = excellent, 1 = poor)

	Reading	Speaking	Writing
English	5	5	5
Albanian	5	5	5
Norwegian	4	4	3
Italian	4	4	3
Swedish	2	2	2

Interests

Music, art, environment and animals

Participation in Organizations

Reviving the Forest **Albania**

Board Member of Reviving of the Forest, an organization active in protecting and developing the local chestnut forest