

PERSONAL
INFORMATION

Monika Thimo

 Rr. "Vasil Trebicka" Lagjia 3 Nr.3, 7001 Korce (Albania)

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WORK EXPERIENCE

05/2012–Present

Specialist of projects

University "Fan S. Noli", Korce (Albania)

- Elaborate and manage university projects
- To apply and manage national and international projects
- To monitor the project performance and achievements
- Provide information and technical support to the academic staff on research programs

09/2007–05/2012

Monitoring and Evaluation Specialist

USAID Project "Albanian Agriculture Competitiveness" - Korca Regional Office, Korce (Albania)

- Work in close cooperation with project clients to monitor their performance and achievements of deliverables
- Organise seminars, conferences, and trainings in accordance to the specific clients' needs
- Identify and track monitoring procedures to measure progress in program activities
- Responsible for procurement related to Korca Office activities

03/2003–07/2007

Tourism Expert and responsible for public relations

"Promotion of the Private Sector Economy in the Region of Korca/Pogradec", Korce (Albania)

- Regular compiling of specific needs to support tourism sector in the project region
- Organisation and implementation of consulting and qualification activities in tourism sector
- Regular organisation of a positive and effective PR for the GTZ project
- Bookkeeping and office administration

03/2003–09/2003 **Project Coordinator**
GTZ Project” Promotion of the Private Sector Economy in the Region of Korca/Pogradec”, Korce (Albania)

- Annual and short-term planning of the project activities
- Monitoring and regular evaluation of the whole project work
- Organization and preparation of project activities
- Bookkeeping and office administration
- Monthly report to the GTZ Project Manager

01/2002–02/2003 **Journalist**
TV Kristal +, Korce (Albania)

EDUCATION AND TRAINING

2012–2014 **Master of Science in Finance**
University “Fan S. Noli”, Korce (Albania)

1997–2001 **Diploma in English Language**
University "Fan S. Noli", Korce (Albania)

1993–1997
High School "Themistokli Ghermenji", Korce (Albania)

09/2005–05/2006 **Internal Audit and Quality Manager**
DGQ - Germany

03/2006–10/2006 **Risk management / Strategic planning and organization / EU Norms**
WIFI - Austria

09/2014 **Oral Examiner for "Pearson test of English"**
International Studies Institute

06/2014 **Certificate on Successful SMEs - Key Operational Issues and Service Quality**
LA FONDATION POUR LA FORMATION HOTELIERE

10/2013 Certificate in Developing Education/Industry links to Promote
Management Development
LA FONDATION POUR LA FORMATION HOTELIERE

PERSONAL SKILLS

Mother tongue(s) Albanian
Other language(s) English - excellent, Italian - fluently

Communication skills

- Excellent written and oral communication skills
- Able to work to tight deadlines
- Proficient in written and oral presentations
- Trained in teamwork.
- Able to deal professionally with people at all organizational levels and from all walks of life

ADDITIONAL INFORMATION

Projects Contact person on Erasmus + Programme - Key Action 1 - Mobility for learners and staff _ university of economics Varna, Bulgaria
"Enchasing Albanian system of quality assurance in higher education: Application of the process and outcome based methodology".
TEMPUS Project
Lecturer on the international conference "Every child has the right of quality education".
Save the Children and Ministry of Education