



CURRICULUM VITAE

I. PERSONAL DATA:

Name: BEQIRI, Theranda
Permanent Address: Haxhi Zeka 13, Peja , Kosova
Home telephone: ++381 (0)39 27-788
Date and Place of Birth: 23ndOctober 1972- Peja Kosova
Nationality: Albanian
Gender: Female

II. Education:

University: **Staffordshire University, England** -Masters in Economics For
Business Analysis (finished) 2002 June – 2003 September

American University in Bulgaria (AUBG) –
Course on Public Administration (Certificate of successfully finished)
May 2000- June 2000

University of Prishtina
Post graduation in Management 1999-

University of Prishtina - Economics Faculty
Finance and business (degree) 1992-1996

II. Trainings and Professional Achievements

- Published a script in 'Human Resources Management' within the project CDP+, supported from World University Service- WUS Austria-2005

- Conducted a training with the subject of “Economic benefits from the investment projects “ organized from the Swedish organization ‘Cultural Heritage Without Borders” November 20-28, 2003
- “Gender Inequalities in Labor Market of Kosova”, The second international conference on “Business and Employment”, with the topic: “The Role of Small and Medium-sized Enterprises in Employment Generation”, October 30-31, 2003

III. RELEVANT PROFESSIONAL EXPERIENCE:

United Nations Development Project – May 2002 – June 27 2002

Program Assistant – HDR & EWR

Specific Duties:

Collecting Data and reports from UNMIK, OSCE, PISG, UN agencies, International and Local NGO’s from the following areas: Poverty related studies and data, conflict analysis data and reports, economic development studies and data, election related statistics, governance related studies and data (municipalities, assemblies, communities, parliament, central government institutions, civil society etc) and the public opinion polls and surveys that have been done in Kosovo for the need of the Human Development Report and Early Warning Report done by UNDP.

Prepare a detailed report on findings and contacts established for UNDP office in Prishtina

ARIZONA STATE UNIVERSITY - January 2002 –May 15 2002

Adjunct Faculty - Business Department

Specific duties:

Attending seminars and workshops related to Business- Public Administration and higher Education including Intensive English and Computer Courses, Conducting Research and gathering material to reform curriculum and formulate syllabi for The Human Resources Management for use at the University of Prishtina.

Attending Courses in Business Management Department as: Human

Resources Management, International Business and Entrepreneurship.
Giving weekly Power Point Presentations from the research and work done,
Observing Courses and Methods of teaching at ASU
Developing a personal Web Page

REGIONAL ENTERPRISE AGENCY – (REAPEJE)–October 2001- January 2002

Business Advisor REA Area Development:

My specific duties were:

Doing Trainings on the small business
Advice clients how to start a small business
Advice clients in their business plan
Help clients getting the credit by referring them to the banks in Kosova

WORLD BANK -Prishtina Office – August 2001-September 2001.

My specific duties were:

Organizing the Conference for Poverty Assessments in Kosova like helping in preparing agenda for the conference, inviting the participants distributing the material to participants and so forth.

UNDP Village Employment and Rehabilitation Programme (VERP) –June 2000–August 2001 **Project Assistant VERP Area Development Office in Peja**

My specific duties were:

Translation of project documents and orienting contractors and project workers with UNDP rules, Assistance in preparing project proposals
Electronic data entry
Preparation of the workers lists
Keeping of records for filing system
Responsibility for petty cash
Contracts for contractors and project monitors

International Rescue Committee (IRC) – July 1999 – March 2000
Project Assistant in Water Sanitation Programme, Peja Kosova

My specific duties were:

Management of village assessment and delivery information
Assisting in report writing with program coordinator
Doing Data entry and helping in different projects
Provide assistance to the other members of the wat-san team as
Household assessments, hygiene promotion etc
Doing work weekly schedules and financial assistance of the project.

International Rescue Committee (IRC) – April 1999– July 1999

Project Assistant (Montenegro)

My specific duties were:

- Doing assessments relating to medical and to the people with special needs.
- Helping in shelter, and developing contacts within community
- Representing IRC to various coordination meetings
- Doing data entry and helping with reports

Technical High School “ Shaban Spahia” – September 1997 – January 1999

Teacher of Organization and of practice

Specific duties:

- Education and training students in organization of the small and big enterprises.

University Of Prishtina -Business School Peja – Since 1998 –

**Lecturer: Human Resources Management, Business Analysis of the Firm,
Assistant of the Professor: Microeconomics**

Specific duties:

- Education and training of students

IV. Skills:

Excellent communication and interpersonal skills
Computer: Ms Office Programs (Word, Excel, Ms Outlook) Data Base User, Power Point,
Mikrofit statistical package, Limdep statistical package)

Drivers License “ B’ category
Languages: Albanian (Native Speaker)
 Serbian – Fluent in speaking and writing
 English – Fluent in speaking and writing

VI. References:

Professor Dr Nick Adnett
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Stoke –on Trent, ST4 2DF, England
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Dr Nancy Roberts
Professor of Economics
Arizona State University
Tempe, AZ 85287 3806

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Other references upon request.
