

PERSONAL INFORMATION

Ledina Cela

 Rruga "Arben Capo" Tirane, Albania (Albania)

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 ledina.cela@yahoo.co.uk

WORK EXPERIENCE

21/12/2019–Present

General Secretary of AYG

Albanian Young Greens

Covering the organisational structure of the organisation, activities and seminars of the organisation,

Provision for implementation of the protocol,

Creating and refreshing the database

Active part of the activities and idealization of the seminars in a creative way

07/04/2019–Present

Volunteer

Albanian Young Greens

Environmental, political and social activist

09/07/2018–Present

Chat and mail operator

Assist Digital

Customer and technical support

01/06/2018–15/05/2019

Finance Manager

Leadership Development Association

Part of the Executive Board, holding the place and covering the responsibilities of Finance Manager.

03/05/2017–06/07/2018

Volunteer

Green Line Albania

Environmental Activist

31/05/2017–31/07/2017

Field Marketing Manager

Mediaworld Marketing Center

Marketing and product advertising

EDUCATION AND TRAINING

24/11/2019–29/11/2019

Balkan Regional Meeting

Cooperation and Development Network

Training on the situation of the Balkan Countries on the methods for producing energy, the role of activism in these countries on energy policies

12/11/2017–16/12/2017

Political Academy

Olaph-Palm and the Qemal Stafa Foundation

Training on the political situation of Albania and international relations

- 10/10/2016–Present **Bachelor Degree in Finance**
State University of Tirana, Faculty of Economics

- 15/09/2015–30/06/2016 **Junior Achievement Entrepreneurship**
Junior Achievement
Highly certified by Junior Achievement founding organization for high entrepreneurial skills

- 15/09/2008–20/01/2013 **Full English Course**
Victory School

Full English Course Certified by Victory School Certificate of Excellence The Cambridge Method

PERSONAL SKILLS

Mother tongue(s) Albanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Italian	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my experience in sales, advertising, marketing and customer service and technical support experience
Excellent contact and communication skills gained through activism

Organisational / managerial skills Leadership skills gained through various training on leadership and my job as a field manager
Good organisational and leading skills improved through participating in various non-profit organizations, training and conferences as well as through being an activist

Technical skills on structuring a group
Creative skills applied with passion for every activity
Interpersonal skills on fitting in every environment or culture
Group fit
Marketing skills

Job-related skills Finance skills gained through my University education and various training and experience on being a Finance Manager

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Good command of Microsoft Office

Good command of photo editor software