



**Europass
Curriculum Vitae
Personal information**

First name(s) / Surname(s) **Xhuljeta ÇELAJ**
Address Bulevardi Deshmoret e Kombit 3
Tirane
Telephone(s) 0699105499
E-mail(s) xhcelaj@klsh.org.al; xhuljeta@gmail.com
Nationality Albanian/Italian
Date of birth 28 September 1983
Gender Female

Work experience

Current Occupation **Kontrrolli I Lartë I Shtetit (Supreme Audit Institution of Albania)**
Occupation or position held **Auditor**
Main activities and responsibilities Auditor at the Department of Budget Central, High Administration of Public Financial Management And Internal Audit
Name and address of employer Kontrrolli I Lartë I Shtetit
Bulevardi Dëshmorët e Kombit nr. 3,
Tiranë (Shqipëri)
Type of business or sector Public Administration

Current Occupation **Kontrrolli I Lartë I Shtetit (Supreme Audit Institution of Albania)**
Occupation or position held **Specialist**
Main activities and responsibilities Specialist at the Department of Foreign and Public Relations (Drejtoria e Marrëdhënieve me Jashtë dhe Publikun)
Name and address of employer Kontrrolli I Lartë I Shtetit
Bulevardi Dëshmorët e Kombit nr. 3,
Tiranë (Shqipëri)
Type of business or sector Public Administration

Dates **27/09/2010 - 28/03/2010**
Occupation or position held **Intern at the District Law Court of Arezzo**
Main activities and responsibilities Intern at the "UNEP" office, which deals with the notification and execution of judicial acts of the Court.
Name and address of employer Tribunale di Arezzo, Piazza Falcone e Borsellino 1, 52100 Arezzo
Type of business or sector Public Administration

Dates **07/01/2010 - 06/05/2010**
Occupation or position held **University Tutor**
Main activities and responsibilities University Tutor at the Administration Secretary, Accountancy Office, of the Political Sciences Faculty, University of Florence.
Name and address of employer Università degli Studi di Firenze

Type of business or sector	32, Via delle Pandette, 50127 Firenze (Italy) Administrative And Support Service Activities
Dates	28/09/2009 - 31/12/2009
Occupation or position held	University Tutor
Main activities and responsibilities	University Tutor at the Administration Secretary, Accountancy Office, of the Political Sciences Faculty, University of Florence.
Name and address of employer	Università degli Studi di Firenze 32, Via delle Pandette, 50127 Firenze (Italy)
Type of business or sector	Administrative And Support Service Activities
Dates	01/09/2006 - 30/06/2007
Occupation or position held	Librarian
Main activities and responsibilities	Part Time Librarian at the Social Sciences Library, University of Florence
Name and address of employer	Biblioteca delle Scienze Sociali 2, Via delle Pandette, 50127 Firenze (Italy)
Type of business or sector	Administrative And Support Service Activities
Education and training	
Dates	17/09/2007 - 07/05/2010
Title of qualification awarded	Master in International Relations
Principal subjects / occupational skills covered	International Economics and Investment Law; International Human Rights Law; Humanitarian Law; International Economics; Banking and Financial Economics; European Macroeconomics; Development Microeconomics; History of International Relations (Advanced); History of the European Integration (Advanced); History of African States (Advanced); Asian History (Basic); International Relations Theory (Advanced); Strategic Studies (Advanced); International Protection of Religious Rights; Spanish Language (Advanced); Portuguese Language (Basic).
Name and type of organisation providing education and training	Università degli Studi di Firenze (University) 32, Via delle Pandette, 50127 Firenze (Italy)
Level in national or international classification	ISCED 5
Thesis Title/Subject	Foreign Investments and Indirect Expropriation in International Law: Between State Sovereignty in Economic Matters and Investors' Rights. (International Investment Law)
Average Points	28,54/30
Degree Points	110/110
Dates	09/09/2004 - 14/02/2008
Title of qualification awarded	Bachelor in International Studies
Principal subjects / occupational skills covered	Constitutional Law; European Union Law; Compared Constitutional Law; Microeconomics (Basic); Political Economics (Basic); Public Finances; Statistics; Demography; Public International Law; International Law Special Issues; The Law of the United Nations; International Economics; Theory of Political Sciences (Basic); Theory of International Relations (Basic); Strategic Studies (Basic); History of International Relations (Basic); Contemporary History; History of African States (Basic); English Language (Advanced); Spanish Language (Basic).
Name and type of organisation	Università degli Studi di Firenze (University)

providing education and training	32, Via delle Pandette, Firenze 50127 (Italy)																		
Level in national or international classification	ISCED 5																		
Thesis Title/Subject	L'espulsione dello Straniero nel Diritto Internazionale e la Nuova Normativa Anti Terrorismo nel Regno Unito. (Expulsion of Foreigners under Public International Law and the Anti-Terrorism Legislation in the United kingdom) (Public International Law)																		
Average Grade	26,46																		
Degree Points	102/110																		
Dates	2005-2007																		
Position Held	Students' Representative at the Committee for the Bachelor Program in International Studies																		
Main Issues and Discussion Points	The committee for the Bachelor Program in International Studies is an Intra-Faculty Body which gathers all professors and deals with didactic issues. Five students' representatives are chosen directly by the students enrolled on the Bachelor Program. They stay in charge for two years and represent students' point of view on didactic issues. They have also the right of vote in the Committee.																		
Dates	2009-2010																		
Position Held	Students' Representative at the Committee for the Master Program in International Relations																		
Main Issues and Discussion Points	The committee for the Master Program in International Relation is an Intra-Faculty Body which gathers all professors and deals with didactic issues. Five students' representatives are chosen directly by the students enrolled on the Bachelor Program. They stay in charge for two years and represent students' point of view on didactic issues. They have also the right of vote in the Committee.																		
Dates	16 – 26 March 2007																		
Activity	National Model United Nations 2007 – UNO Headquarters New York																		
Dates	10/09/1999 – 30/07/2004																		
Title of qualification awarded	Secondary School Diploma on Science and Humanities																		
Principal subjects / occupational skills covered	Mathematics; Physics; Chemistry; Astronomy; Geography; Latin Language; English Language; Philosophy; History of Art; Technical Design; Italian Literature; Literature; History.																		
Name and type of organisation providing education and training	Liceo Scientifico "Giovanni da Castiglione" 2, Via Roma, 52043 Castiglion Fiorentino (Italy)																		
Level in national or international classification	ISCED 4																		
Diploma Points	83/100																		
Personal skills and competences																			
Mother tongue(s)	Albanian/Italian																		
Other language(s)																			
Self-assessment																			
<i>European level (*)</i>																			
English	<table border="1"> <thead> <tr> <th colspan="2">Understanding</th> <th colspan="2">Speaking</th> <th>Writing</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th></th> </tr> </thead> <tbody> <tr> <td>C2 Proficient user</td> <td>C2 Proficient user</td> <td>C2 Proficient user</td> <td>C2 Proficient user</td> <td>C2 Proficient user</td> </tr> </tbody> </table>				Understanding		Speaking		Writing	Listening	Reading	Spoken interaction	Spoken production		C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user
Understanding		Speaking		Writing															
Listening	Reading	Spoken interaction	Spoken production																
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user															

Spanish / Castilian	B1	Independent user	B2	Independent user	A2	Basic User	A2	Basic User	A1	Basic User
Portuguese	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User
French	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences	Great adaptability to multicultural environments due to my personal experience as a migrant into a foreign country. Very good communication skills due to my work experience as a sales person. I also have developed over the years a great team spirit basically due to the experience gained as collaborative writer for an independent university magazine for more than a year.
Organisational skills and competences	During my university career i have gained great organization skills, which have been extremely useful when dividing my time between my studies and my working activities. I also have had the opportunity to benefit from the NMUN project, which has turned to be an open minded experience as far as project managing and team leading are concerned. I have also participated at the European Parliament Model, organized by the University of Urbino "Carlo Bò", in order to gain as much as possible form a multi-tasking environment.
Technical skills and competences	Excellent working ability with equipments such as slide projectors, microphones and sound systems due to experience gained as a technical assistant in conference rooms.
Computer skills and competences	Excellent knowledge of MS Office; Internet Explorer; Mac OS; basic knowledge of Turbo Pascal.
Driving licence(s)	A1, A, B