PERSONAL INFORMATION   NERMIN AGA FIKU

📍 Rruga Nikolla Papajani, 144, Tirane-Albania

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✉ Nermin.Aga@unimi.it

Sex Female | Date of birth 13/12/1984 | Nationality ALBANIAN

Current position	PhD Candidate in Sociology and Methodology of Social Research University of Milan, University of Turin (Medium of instruction: English)

WORK EXPERIENCE

Jan 2012-Nov 2014	**Admissions Officer/ Part-time lecturer**
	Canadian Institute of Technology, Tirana-Albania
	Key person in the selection and the registration of incoming students. Maintain accurate and up-to-date knowledge of all policies and procedures of the Ministry of Education (MoE) of Albania for Higher Education. Prepare reports and statistics in compliance to MoE. Key contact person of the institution for MoE. Organize and ensure the well-functioning of courses and classes. Teach the "Business Research Methods" course with the latest methods to Business and Engineering students. Education Sector

Dec 2010- Jan 2012	**Research Executive**
	Data Centrum Research Institute, Tirana-Albania
	I have coordinated and assisted in several projects. My work included reviewing of questionnaires, coordinating the field work, supervising the data entry work, preparing the research reports for further supervisioning etc. I am acquainted with Qualitative and Quantitave Research Methods. (Quantitative: PAPI, CAPI, CATI, online, and Mystery shopping technique. Qualitative: Focus groups, In-depth interviews, paired interviews, desk research) Market Research

Sep 2009- June 2010	**Lecturer of Sociology (Part-time)**
	Epoka University, Tirana-Albania
	Taught 'Introduction to Sociology" course to Business Administration and Banking & Finance Students. Books used: Anthony Giddens, "Sociology" Education Sector

June 2009-Sep 2011	**Account Manager**
	ZTE Corporation (Telecommunication Vendor)
	Business Sector

EDUCATION AND TRAINING

Sep 2007-June 2008	**Master of Arts in Gender Studies**
	Central European University, Budapest-Hungary
	Thesis Title: *Women Workers in Textile and Footwear Industry in Albania from the 1990s on: Hardships and Possibilities* Medium of instruction: English

Sep 2003-June 2007	**Bachelor of Science in Sociology (4 years Bachelor)**
	Bogazici University, Istanbul, Turkey
	Medium of instruction: English

Sep 1999-June 2003	**Mehmet Akif Turkish College High School** Turkish Private High school (4 years)

PERSONAL SKILLS

Mother tongue(s)   Albanian

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English				
C2	C2	C2	C2	C2
More than 8 years education in English Language				
Turkish				
C1	C1	C1	C1	C1
High school education				
Italian				
B2	B2	B2	B2	B2
Intermediate course attended during Bachelor's degree				
French				
A2	A2	A2	A2	A2
Independent private course				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills   Good communication skills gained through my experience with projects and presentations during my studies and reinforced during my work experience

Organisational / managerial skills   Strong organizational and managerial skills acquired during my work experience while working in international environments

Computer skills   Excellent command of Microsoft Office, Internet, and Outlook Express, Project Office Experienced with software for statistical analysis, e.g. SPSS

Driving licence   ▪ B

ADDITIONAL INFORMATION

BOOK TRANSLATIONS   **Veritas: Harvard College and the American Experience** (Co –translation from English to Albanian) (2010)
Kelilah and Dimnah (translation from Turkish to Albanian, book adopted for children) (2011)
Ne, Nicin, Nasil (Why, What, How) (translation from Turkish to Albanian, book adopted for children) (2011)
Stories from Hans C. Andersen (translation from Turkish to Albanian, book adopted for children) (2009)
Buck's Adventures (translation from Turkish to Albanian, book adopted for children) (2008)
Robin Hood (translation from Turkish to Albanian, book adopted for children) (2007)