



**Europass  
CURRICULUM VITAE**

library

**Personal information**

Surname / Name Çapo Elena  
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Nationality Albanian

Date and place of birth 11.05.1992, Korçë

Gender Female

**Work experience**

Specialist of the scientific library in the sector of projects, scientific research and digitization

Date December 2016 and currently

Position Responsible for the sector of scientific library

Main activities and responsibilities

- Literature Processing
- Enrichment of the library fund
- Administration of fund materials
- Membership in the library
- Organization of activities in the library

Name and the address of the employer University "Fan S. Noli", Korçë

Date September 2014- March 2016

Position Cashier

Main activities and responsibilities

Supermarket Elisabet & Conad

Name and the address of the employer

Private

Type of business and sector

2006-2010 -Secondary School "Ymer Dishnica", Korçë

- 2010-2013 -Diploma “Bachelor” in Philosophy - Sociology, Faculty of Natural and Human Sciences, University “Fan S. Noli”
- 2016-2017 - Diploma “Professional Master” in Teaching for Secondary Education in “ Social Sciences “ University of Korça
- 17.04.2016 - Elita Professional Academy. Branch : Expert of Politics.
- 2016-2018 -2-year National School Biblioteconomie, Tiranë
- 2019 - Currently : “Master of Science “in Culture, Media and Editing

**PARTICIPATION IN TRAINING**

- June 2017 - Erasmus + Project, training for the digital library, mobility in Bihac (Bosnia)
- June 2018
- 18.11.2017 - Training on the LNAD Project, Kamëz
- 2016 - Member of the International Red Cross and Red Crescent Movement
- 2012 - Volunteer at the Kennedy Foundation at the Third Age Community Centers
- 2012 - Volunteer in the Seasonal Employment Program at the Municipality of Korça, Directorate of Social Support.
- 2012 - Volunteer in assisting autistic children.
- 2012 - Contributed as a volunteer towards the implementation of the project Promoting Active Citizenship among Youth in Albania ( OSCE)
- 2012
- 2019 - Summer School in Baia. Mare, Romania

**Proof of English Language**  
**2017**  
**2007**

- TOEIC, Level B2
- Completed the requirement for the Intermediate Level Course in English. Language School in Albania.

**Personal skills and competencies**

Mother tongue (s) Albanian language

Other language (s) English, French, Romanian

Self - assessment

*According to european level (\*)*

**English**  
**French**  
**Romanian**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Very good	Very good	Good	Good	Very good
Very good Good	Very good Good	Very good Good	Very good Good	Very good Good

(\*) Common European Reference Framework for Languages

Communication skills

Very good speaking and writing communication skills

Prepared to organize team works

Equipped with very good skills in solving problematic situations

Good knowledge of the Microsoft Office package