

PERSONAL INFORMATION

Jonila Sula

 Lagjja 6, Rr: "E Kolonjës", 7001 Korçë (Albania)

 355 699147173

 jonila.sula@yahoo.com

WORK EXPERIENCE

10/2018–Present

Head of Juridical Sector and Protocol-Archives

University "Fan S. Noli", Korçë (Albania)

Elaboration of all university documents and requests, institution legal representative in all court cases, legal consultancy to all university directorates, sectors and to every staff member or student .

04/2016–04/2018

Lawyer

Office of Advocacy "Jonila Sula", Korçë (Albania)

Representation of different individuals on various issues in the Court of the Judicial District, Court of Appeal, Administrative Court, Administrative Court of Appeal, representation in police station, elaboration of various documents, etc.

03/2011–11/2012

Lawyer assistant

Advocacy Office "HICKA, Korçë (Albania)

Juridical consultancy service to clients

EDUCATION AND TRAINING

10/2011–07/2016

Accountant

University of Tirana, Tiranë (Albania)

02/11/2012

Lawyer

National Advocacy office

10/2007–07/2011

Lawyer

University of Tirana, Tirane (Albania)

2003–2007

High school Diploma

High School "Themistokli Gërmenji", Korçë (Albania)

05/2018–10/2018

Certificate on Human Right Education

Council of Europe

10/05/2014–10/06/2014

Certificate in Lidership

Leadership Institute

09/04/2012–13/04/2012

Certificate in Intellectual Property Law & Dispute Resolution

Center for International Legal Studies, Salzburg (Austria)

24/10/2011–28/10/2011

Certificate in US Business Law & Litigation

Center for International Legal Studies, Salzburg (Austria)

PERSONAL SKILLS**Mother tongue(s)** Albanian**Foreign language(s)** English- very well, Italian - very well**Communication skills**

- Very good communication skills
- Able to work in tight deadlines
- Able to work in group
- Honesty, integrity, respect for cultural diversity
- Good skills in judging situations

Organisational / managerial skills

- Very good organizational skills
- Management Skills
- Able to work in tight deadlines

Job-related skills Very good use of office equipment (Computers, Scanners, Printers, etc.)**Digital skills** - Good command of Microsoft Office, Hardware, Software, Window Explorer, Word, Excel, Power Point, Paint, Internet e-mail.**Other skills** - For more than a year I am Correspondent of the Albanian Committee of Helsinki, Korça Region, where I participated in different trainings and other events organized in Korça city.