



PERSONAL INFORMATION



Erjon Sulaj

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Date of birth 04/12/1982 | Nationality Albanian

WORK EXPERIENCE

05/2015–Present

IT Consultant

REISSWOLF Albania, Tirana (Albania)

www.reisswolf.al

IT consultancy & RWAS system management.

Business or sector Information Services

2014–Present

Freelance IT Consultant

IT Professional

www.erjonsulaj.net

Information Technology Services.

Business or sector Information Technology Services

2006–Present

Head of IT Department

University of Arts, Tirana (Albania)

www.uart.edu.al

Designing, planning, implementing & managing the organization's application and use of technology.

Business or sector Education

2005–2013

Project Manager

Teater TV Studio L.t.d., Tirana (Albania)

www.teater-tv-studio.com/en

Designing and managing project development, developing full-scale project plans and associated documentation. Defining project tasks and resources; managing project staff; analyzing & managing project budget; planning timelines; evaluating and assessing results. Covering the Company's international relations.

Business or sector Electronic Systems & Services

05/2008–09/2008

IT Specialist

OSCE, Tirana (Albania)

http://eeas.europa.eu/delegations/albania/press_corner/all_news/news/2011/20110217_en.htm

On-the-job inspection & IT support during the implementation of the project on "Modernization of Administrative Address and Civil Registration Systems", for Tirana and Kruja districts.

2001–2007

Interpreter/ Translator

Self Employed (Albania)

01'-02' - Interpreter for cultural & information exchange meetings @GjeliVizion, a Tirana local TV Station. Languages supported: English <> Albanian

02'-07' - Interpreter accompanying foreign film crews for several documentary & film production projects realized in Albanian territory. Languages supported: English <> Albanian; Italian <> Albanian; English <> Italian.

EDUCATION AND TRAINING

2010–2014 **Masters in Applied Informatics**

European University of Tirana, Tirana (Albania)
www.uet.edu.al

Master thesis: Implementation of Institutional Repository Systems for Libraries & Research Institutions.

Main subjects: Systems analysis & development, software engineering, database administration, economic informatics.

2002–2008 **Banking Specialist**

University of Tirana, Faculty of Economy, Tirana (Albania)
www.feut.edu.al

Finance & Accounting, Banking Information Technology, Economic Informatics.

1997–2001 **High School Diploma**

Austin Senior High, Austin, MN (United States)

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
IELTS					
Related document(s): IELTS-General-Training,-Erjon-Sulaj.jpg					
Italian	C2	C1	C1	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 written and verbal communication skills; Confident, articulate, and professional speaking abilities (and experience); Empathic listener and persuasive speaker; Writing creative or factual; Speaking in public, to groups, or via electronic media; Good presentation and negotiation skills.

Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times; Thrive in a team environment and work well with others; Enjoy working as a team member as well as independently; Team leader and team player.

Organisational / managerial skills

Experienced and certified professional, with more than 10 years in the ICT industry, with a comprehensive background in the design, implementation & management of the use of technology in various Companies and Institutions.

Job-related skills

Freelance IT consultancy for the digitization and automation of Libraries & Research Institutions. Developer of "open source" software; Analyst, Researcher and Publisher.

✓ Specialties: Project Management & Planning, IT Systems Administration & Management, Integration, Software Development, Network Administration & Security, Web Development.

Digital competence

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

Digital competences - Self-assessment grid

Other skills Problem solving skills: combine patience, determination, and persistence to troubleshoot issues, equipment or situations; Dynamic, results-oriented problem solver; Easily understand and solve technical problems; Skilled at evaluating options and generating solutions.

Driving licence B

ADDITIONAL INFORMATION

Honours and awards

Albanian ICT Awards
May 2015

My project "Digital Archive of the Library of Arts" (arkiv.uart.edu.al), a digital repository launched in June 2012 enabling the electronic archiving of the library funds and serving of these funds publicly through a web portal, was awarded under the category "ICT Public Service of the year".

Publications

The Information Literacy of the users of the Library of the University of Arts through new technologies and communication.

Information Literacy through New Technologies and Communication: Conference's acts on Libraries and Information Science / Albania-Kosovo / IX Edition - [LINK](#).

Projects

June 2016 - Implementation of bibliographic records management / circulation system & online catalogue at the Library "Gender and Family Studies", Tiranë, part of Gender Alliance for Development Center NGO.

June 2016 - Implementation of bibliographic records management / circulation system & online catalogue at the Office of the Compliance Advisor/Ombudsman, Tiranë - [LINK](#).

June 2015 - Development & Management (IT expertise, customization, updates, bug fixes) of the bibliographic records management & circulation system (open source) at the Library or University "Aleksandër Moisiu", Durrës.

2013 - Implementation of Student & Curricula management system at the University of Arts, Tirane, in coordination with the "Albanian Academic Network - Government Agency" - [LINK](#).

June 2012 -Development and implementation of the Institutional Repository System for preserving digitized assets at the Library of the University of Arts - [LINK](#).

July 2013 - Development and implementation of bibliographic records management & circulation system at the Library of University of Sports - [LINK](#).

June 2013 - Installation of video-conference systems at the main lecture auditorium, Public University of Gjirokaster.

2012 - Installation of conference communication & video-tracking systems at the main court hearing room, Constitutional Court, Tirane - [LINK](#).

October 2011 - Development and implementation of bibliographic records management & circulation system at the Library of the University of Arts - [LINK](#).

2011 - Installation of the Radio studio at the Faculty of Journalism, University of Tirana.

December 2011 - Installation of the digital language learning laboratory, Faculty of Foreign

Languages, Public University of Shkoder - [LINK](#).

July 2009 - Installation of two digital conference communication, simultaneous interpretation & video-conference ip systems in two meeting halls, Bank of Albania - Berat branch - [LINK](#).

2008 - Installation of digital conference communication, simultaneous interpretation, video-tracking & video-conference systems at the Senate conference room, Rectorate of the University of Elbasan - [LINK](#).

July 2005 - Installation of digital conference communication, simultaneous interpretation and voting systems at the Senate conference room, Rectorate of the University of Tirane - [LINK](#).

ANNEXES






- IELTS-General-Training,-Erjon-Sulaj.jpg
- RWAS Certificate Erjon Sulaj May2015.jpg

Erjon Sulaj

 Mother tongue(s)
Albanian

 Other language(s)
English, Italian

English
Self-assessment of language skills

UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C1 Proficient user






Certificates and diplomas

Title	Awarding body	Date	Level*
IELTS	British Council Albania	23/01/2016	C1

Linguistic and intercultural experience

Description	Duration
<p>Mediating between languages: 01'-02' - Interpreter for cultural & information exchange meetings @GjeliVizion, a Tirana local TV Station. Languages supported: English <> Albanian</p> <p>02'-07' - Interpreter accompanying foreign film crews for several documentary & film production projects realized in Albanian territory. Languages supported: English <> Albanian; Italian <> Albanian; English <> Italian.</p>	01-07

Italian
Self-assessment of language skills






UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing

* Indicate level of the Common European Framework of Reference (CEFR) if specified on certificate or diploma.
The Europass Language Passport is part of the European Language Portfolio developed by the Council of Europe (www.coe.int/portfolio).

C2 Proficient user	C1 Proficient user	C1 Proficient user	B2 Independent user	B2 Independent user
Certificates and diplomas				
Title	Awarding body		Date	Level*
-	-		-	-
Linguistic and intercultural experience				
Description			Duration	
Mediating between languages: 02'-07' - Interpreter accompanying foreign film crews for several documentary & film production projects realized in Albanian territory. Languages supported: English <> Albanian; Italian <> Albanian; English <> Italian.			02-07	

* Indicate level of the Common European Framework of Reference (CEFR) if specified on certificate or diploma.
 The Europass Language Passport is part of the European Language Portfolio developed by the Council of Europe (www.coe.int/portfolio).

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	 Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	 Spoken interaction]	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	 Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	 Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages (CEFR): © Council of Europe

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IELTS™

Test Report Form

NOTE: Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

GENERAL TRAINING

Centre Number

AL001

Date

23/JAN/2016

Candidate Number

002185

Candidate Details

Family Name	SULAJ	
First Name	ERJON	
Candidate ID	024493302	

Date of Birth	04/12/1982	Sex (M/F)	M	Scheme Code	Private Candidate
Country or Region of Origin					
Country of Nationality	ALBANIA				
First Language	ALBANIAN				

Test Results

Listening	8.5	Reading	8.5	Writing	6.5	Speaking	7.0	Overall Band Score	7.5	CEFR Level	C1
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<h4>Administrator Comments</h4> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	<h4>Centre stamp</h4> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 5px;"> </div>	<h4>Validation stamp</h4> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 5px;"> </div>
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Administrator's Signature		
Date	04/02/2016	Test Report Form Number
		15AL002185SULE001G

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <http://ielts.ucles.org.uk>

RWAS Certificate Erjon Sulaj May2015.jpg 