



## Europass Curriculum Vitae

### Personal information



**First name(s) / Surname(s)** **First name(s) Surname(s)** Irena Kraja  
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**E-mail** kraja\_irena@yahoo.com  
**Nationality** Albanian  
**Date of birth** 04.12.1986  
**Gender** Female

### Work experience

**Dates** 01.10.2016 – On going

**Occupational or position held** Coordinator of MWL Advice and Service Centre Tirana (ASC)

**Main activities and responsibilities**

1. Provides a need assessment in the Municipality Centres in Tirana
2. Develops functional networks in Tirana to effect change for women
3. Sets up the working environment of the MWL ASC
4. Develops the advice and referral system
5. Develops Counselling and Psychotherapy with clients at ASC
6. Develops online/Skype Counselling with Albanian survivors of human trafficking, sheltered by Medaille Trust in UK

**Dates** 01.10.2015 – 30. 09. 2016

**Occupation or position held** MWL Women Assistant Manager

**Main activities and responsibilities**

1. Assists in managing the MWL WOMEN project
2. Supervises the MWL WOMEN project in the new areas of development in Albania
3. Develops functional networks in Shkodra to effect change for women
4. Manages and develops the women's group leaders training to effect sustainability and social impact
5. Offers Counselling for women and survived victims of trafficking

**Name and address of employer** "Mary Ward Loreto Foundation", Rruga "Skënderbej, Pall.8, Shk. 2, Ap.5", Tirana, Albania

Type of business or sector	Non Profit Organization
Dates:	01.10.2014 – 30.09.2015
Occupation or position held	MWL Women North Coordinator
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Assists in coordinating women's groups in Northern areas</li> <li>2. Offers Counselling for the women and victims of trafficking</li> <li>3. Assists in developing programmes for human/economic empowerment</li> </ol>
Name and address of employer	"Mary Ward Loreto Foundation", Rruga "Skënderbej, Pall.8, Shk. 2, Ap.5", Tirana, Albania
Type of business or sector	Non Profit Organization
Occupation or position held	Social Operator
Dates	01.01.2013 – 30.09.2014
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Facilitates the formation of the women's groups</li> <li>2. Organizes trainings on human/health/economic development</li> <li>3. Orientates and facilitates the women towards statutory services</li> <li>4. Collaborates with existing women groups</li> <li>5. Offer Counselling</li> </ol>
Name and address of employer	"Mary Ward Loreto Foundation", Rruga "Skënderbej, Pall.8, Shk. 2, Ap.5", Tirana, Albania
Type of business or sector	Non Profit Organization
Occupation or position held	Psychologist / Counsellor
Dates	September, 2014 – January 2017
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Develop individual and group Counselling with clients/beneficiaries at QKSHP</li> <li>2. Develop trainings on psychosocial topics with young professionals</li> <li>3. Coordination of working team on behalf of the implementation of different projects by QKSHP</li> </ol>
Name and address of employer	Centre for Counselling and Psychological Services (QKSHP)
Type of business or sector	NGO *****
Occupation or position held	Support Teacher
Dates	01.10.2009– 01.06.2012
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Help pupils with learning difficulties</li> <li>2. Provides social animation with pupils groups</li> </ol>
Name and address of employer	Communita' Papa Giovani XXIII, Shkoder
Type of business or sector	NGO *

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Occupation or position held	Trainer + Group Facilitator
Dates	15.04.2009 – 15.07.2012
Main activities and responsibilities	Trains students and professionals on “Self-help groups” Facilitates group sessions
Name and address of employer	I Care
Type of business or sector	NGO, Shkoder *****
Occupation or position held	Psychologist
Dates	01.02.2009 – 01.07.2009
Main activities and responsibilities	Offers Counselling for the patients at Psychiatric hospital in Shkodra Assesses psychological state of the patients
Name and address of employer	Regional Psychiatric Hospital of Shkodra *****
Occupation or position held	Social animator
Dates	2009 - 2010
Main activities and responsibilities	1. Organize summer camps 2. Develops social animation with youth and children
Name and address of employer	VIS (International Volunteering for Development) Abania
Type of business or sector	NGO *****

## Education and training

Education	Postgraduate Specialization on Cognitive Behavioural Therapy Israeli Therapy Association + Albanian Psychological Institute
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Dates	2015 - 2018
	Basic Course in "Positive Therapy" 2013
	Masters in Counselling University of Tirana 2010 – 2011
	Bachelor Degree on Psychology University of Shkodra 2005 – 2008
Training Dates	Character Based Leadership 2019
	Trauma Focused approach with survivors of domestic violence and human trafficking 2018
	Implementation of international convents of human and gender based rights 2018
	Stop Human Trafficking in Persons 2013
	Psychological Treatment of "Difficult" Children April, 2013
	Training on hydrogeological and seismic risks January 2012
	Job search methods May – June 2011
	Social Operator October – December 2010
	Summer camps June 2009
	Reintegration of patients with psychiatric disorders 2009
	Law about Domestic Violence, Responsibilities and collaboration between professionals September 2008

## Training(at job)

Training Dates	
	Safeguarding September, 2017
	Marketing for NGO-s March, 2017
	Strategic Planning February, 2017
	Safe Migration May, 2016 -
	Transformation for Change February, .2016
	PR and Communication February, 2016
	Law Enforcement October, 2015 -
	Time Management February, 2015
	Reporting April, 2015 –
	Training of trainers June, 2015
	Leadership and empowerment September, 2015
	Business development September, 2015

**Personal skills and competences**

Mother tongue(s) **Specify mother tongue (Albanian)**

Other language(s) **English, Italian,**

Self-assessment  
European level (\*)

**Language**

**Language**

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Italian	B2	B2	B2	B2	B2

(\*) Common European Framework of Reference for Languages

Social skills and competences Good skills in communication in groups ,patience ,honesty ,supportive, motivational.

Organisational skills and competences Management and coordination skills

Computer skills and competences Windows 2010; Word, Excel, Microsoft Office PowerPoint 2010; Microsoft Office Publisher 2010; Browser

Artistic skills and competences Photographing

Other skills and competences

Driving licence Categori B