



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Shqipe Pantina**
Address Shaban Polluzha Street nr 19/28
 10 000 Prishtine (Kosovo)
Telephone(s) +381 38 226530 **Mobile** | +37744124104
E-mail(s) shpantina@yahoo.com
Date of birth 23/02/1974

Desired employment / Occupational field **Consultant/Trainer**

Work experience

Dates 01/07/2008 →
Occupation or position held Director and chief executive
Main activities and responsibilities Develop and be responsible for the successful realization of CPA Mission, Policies and Programs
 Manage, coach, mentor and transfer knowledge to the CPA staff and volunteers
 Manage tens of projects on research analyses of public policy, legislation and strategies
 Participated as a speaker and lecturer in many seminars, conferences and workshops
 Developed and maintained relations with donors, partners and the media
 Develop and lead the fundraising strategy for successful implementation of CPA Mission
Name and address of employer Center for Policies and Advocacy
 SHaban Polluzha Street nr 19, 10 000 Prishtine (Kosovo)
Type of business or sector NGO/Public Policies
Dates 01/09/2012 →
Occupation or position held Monitoring and Evaluation Consultant
Main activities and responsibilities Review and revise the UNKT CDP 2011 – 2015 Results Matrix to reflect further adjustments the M&E
 exercise and any further change to be introduced for the updated matrix;
 Undertake desk review or in person interviews to assess UN agencies work plans, KPAPs; check
 areas where clear linkages can be utilized in line with their CDP commitments;
 Produce an analysis paper presenting Where we stand; Lessons learned; and Way forward in
 implementing the CDP work plan contemplate political and socio-economic changes since 2010
Name and address of employer UNDP Kosovo
 10 000 Prishtina (Kosovo)
Type of business or sector International Organization
Dates 01/05/2011 - 30/11/2011
Occupation or position held Local Expert
Main activities and responsibilities Help drafting guidelines and procedures for Vocational Education Training Schools
 Liaison with VET school on training needs analyses and labour market analyses
 Advice and support Association of VET trainers on Strategic Planning and Marketing
Name and address of employer EU KOSVET VI Project
 10 000 Prishtina (Kosovo)
Type of business or sector Vocational Education and Training
Dates 01/01/2011 - 30/03/2011

Occupation or position held	Analyst / Expert
Main activities and responsibilities	Analyse the legislation covering the field of gender equality and employment Analyse the results of survey on engagement of women in employment and decision making process • Provide recommendations on how to improve the engagement of women on employment and decision making process
Name and address of employer	Leadership Development Consulting 10 000 Prishtina (Kosovo)
Type of business or sector	Consulting
Dates	01/09/2010 - 31/10/2010
Occupation or position held	Consultant/Expert
Main activities and responsibilities	Facilitate the public-private dialogue Conduct a research with private companies on draft law on construction Prepare comments and recommendations based on the inputs of the private companies on draft law on construction
Name and address of employer	Booz Allen Hamilton, Inc Kosovo Private Enterprise Project 10 000 Prishtina (Kosovo)
Type of business or sector	Business Development
Dates	01/05/2009 - 30/03/2010
Occupation or position held	Project Coordinator
Main activities and responsibilities	Provided advice, consultancy and other technical assistance and liaison with Central Election Committee Coordinated all IFES activities for the Kosovo Elections 2009 Monitoring and oversight of public information campaign
Name and address of employer	IFES – International Foundation for Electoral Systems 10 000 Prishtina (Kosovo)
Type of business or sector	Election Administration
Dates	01/07/2008 - 31/03/2009
Occupation or position held	Training Needs Assessment Expert
Main activities and responsibilities	Prepare training needs assessment (TNA) for 55 Small and Medium Enterprises (SME) Draft analyses report and recommendation for improvement of performance of 55 SME Train and coach and transfer knowledge and skills on TNA to eight future training needs assessors for Kosovo Chamber of Commerce
Name and address of employer	EU KOSVET IV Project 10 000 Prishtina (Kosovo)
Type of business or sector	Vocational Education and Training
Dates	01/05/2005 - 30/06/2008
Occupation or position held	Senior Program Officer
Main activities and responsibilities	Monitor and provide technical assistance, training, research and other support to advocacy oriented NGOs, networks and coalitions; Facilitate multi party dialogue and debates; Communicate in regular bases with all relevant stakeholders, formal and non formal advocacy groups and networks, government institutions, media etc
Name and address of employer	IREX- Kosova Civil Society Program 10 000 Prishtina (Kosovo)
Type of business or sector	Civil Society Sector
Dates	01/07/2005 - 30/09/2005
Occupation or position held	Trainer/Expert
Main activities and responsibilities	Prepare the training modules and other resource material for trainings in areas of public participation, decision making, management, etc. Prepare e report with conclusions and recommendations that come out from trainings

Name and address of employer	Regional Environmental Center. Budapest, Hungary 10 000 Prishtina (Kosovo)
Type of business or sector	Environmental Protection
Dates	01/03/2005 - 30/06/2005
Occupation or position held	Network Coordinator
Main activities and responsibilities	Be responsible for the successful realization of AvoKo programs, according to the work plan, approved by the Board; Lead and participate on behalf of AvoKo in initiatives and advocacy campaigns at the local, national, regional, and international level; Lead the AvoKo fundraising effort by designing and implementing the AvoKo fundraising strategy;
Name and address of employer	Advocacy Training and Resource Center 10 000 Prishtina (Kosovo)
Type of business or sector	Non Governmental Organization
Dates	01/10/2003 - 30/07/2004
Occupation or position held	Campaign Coordinator "Political Parties Work for Women"
Main activities and responsibilities	Established campaign's headquarters and operation Managed all work related to the campaign to ensure its successful implementation Coordinated and supervised moderators and local coordinators in 30 municipalities Developed and maintained relations with the media Prepared and submitted progress narrative and financial reports
Name and address of employer	Kosovo Women's Network 10 000 Prishtina (Kosovo)
Type of business or sector	NGO
Dates	01/08/2004 - 28/02/2005
Occupation or position held	Public Relation and Spokeperson Associate
Main activities and responsibilities	Establish the Public Relation Department Build and Maintain relationship with clients and media Promote new products of the bank
Name and address of employer	Kasa Bank 10 000 Prishtina (Kosovo)
Type of business or sector	Bank
Dates	02/02/2003 - 01/10/2003
Occupation or position held	Program and Admin Manager
Main activities and responsibilities	Managed the NGO Municipal Government Partnership Project Contacted and maintained relationships with donors, government institutions, agencies, and other NGOs Designed projects on support of NGO Regulations
Name and address of employer	Kosovar UInstitute for NGO Law 10 000 Prishtina (Kosovo)
Type of business or sector	NGO
Dates	01/09/2001 - 30/12/2002
Occupation or position held	Program Assistant for Civic Forum Program,
Main activities and responsibilities	Develop and provide trainings and mentoring and other capacity building assistance for local project coordinators Assisted in the development and supervision of the Civic Forum Moderators' team Prepared and submitted monthly financial and programmatic reports to Program Director, NDI Headquarters, and to the donor
Name and address of employer	National Democratic Institute (NDI) for International Affairs 10 000 Prishtina (Kosovo)
Type of business or sector	International NGO

Dates 01/11/1998 - 30/09/2001
 Occupation or position held Executive Assistant
 Main activities and responsibilities Managed Director's agenda including his trips outside the country
 Liaison between the Director and heads of divisions within department as well as with other departments in the mission
 Administrated daily work in the office, including supervision of secretary and the driver
 Name and address of employer OSCE- Mission in Kosova,
 Prishtina (Kosovo)
 Type of business or sector International Organization

Dates 01/09/1994 - 30/09/1998
 Occupation or position held English Teacher
 Main activities and responsibilities Teach English as a foreign language
 Name and address of employer High School in Klina
 Kline (Kosovo)
 Type of business or sector Government

Education and training

Dates 09/2006 - 10/2008
 Title of qualification awarded Master in European Studies
 Principal subjects / occupational skills covered European Integration and Regionalism
 Name and type of organisation providing education and training Karl-Franzes Universitat . (Public ity)
 Graz (Austria)
 Level in national or international classification ISCED 4

Dates 10/2001 - 10/2004
 Title of qualification awarded Bachelor in POLitical Science
 Principal subjects / occupational skills covered Political Science and Public Administration
 Name and type of organisation providing education and training University of Prishtina (Public University)
 Prishtina (Kosovo)
 Level in national or international classification ISCED 3

Dates 10/1992 - 10/1994
 Title of qualification awarded English Teacher
 Principal subjects / occupational skills covered English Language and Literature
 Name and type of organisation providing education and training University of Prishtina (Public University)
 Prizren (Kosovo)
 Level in national or international classification ISCED 3

Dates 10/2012 - 10/2012
 Title of qualification awarded . Semi Accredited BRIDGE trainer
 Principal subjects / occupational skills covered Election Process and Procedures
 Name and type of organisation providing education and training UNDP, IFES, IDEA, AEC
 Prishtine (Kosovo)

Dates	09/2012 - 09/2012
Title of qualification awarded	"Green Economy and Sustainable Growth
Name and type of organisation providing education and training	• Bologna University and Istituto per l'Europa Centro-Orientale e Balcanica, Cervia (Italy)
Dates	02/2012 - 05/2012
Title of qualification awarded	System and political party development.
Name and type of organisation providing education and training	Indiana University in Bloomington Bloomington, Indiana (USA)
Dates	04/2010 - 05/2010
Title of qualification awarded	Kosovo Consulting Academy
Principal subjects / occupational skills covered	Advocacy and Public Participation in Decision Making
Name and type of organisation providing education and training	Institute for Sustainable Communities and Common Ground Consulting. Prishtina (Kosovo)
Dates	05/2008 - 08/2008
Title of qualification awarded	Democracy to Come
Name and type of organisation providing education and training	• Prishtina Institute for Political School and Council of Europe Strasbourg (France)
Dates	08/2003 - 08/2003
Title of qualification awarded	• Summer School in European Union Affairs
Name and type of organisation providing education and training	GTZ Tirana (Albania)
Dates	05/2002 - 07/2002
Title of qualification awarded	Women in Leadership
Principal subjects / occupational skills covered	• Hope Fellowship Program on Leadership and Citizens Participation in Public Policy and Political Processes, a shadow week at American Congress in the office of Congressman Earl Pomeroy from North Dakota
Name and type of organisation providing education and training	National Albanian American Council Washington, DC (USA)
Dates	02/2000 - 03/2000
Title of qualification awarded	International Peacekeeping and Peace Building Program,
Principal subjects / occupational skills covered	"Empowerment for Political Participation"
Name and type of organisation providing education and training	Austrian Center for Peace Studies. Vienna (Austria)

Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s)

Self-assessment
European level ()*

English

Serbian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

Italian	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User
	(*) Common European Framework of Reference (CEF) level									
Social skills and competences	Veru Good comunicaiton skills Ability to work and live in multi cultural environement									
Organisational skills and competences	Run several public education and outreach campaign such as: Constitution drafting process; voters education and election information campaign; Housing and Population Census etc. Provide training on election monitoring and participated in domestic election observation mission for more than 6 election Participated in working group on law drafting on: Law on Access to Public Documents, Law on Legislative Initiatives, Law on Domestic Violence etc. Provide Capacity building assistance in many organization both from public sector, private sector and non for profit; Provide coaching, mentoring, on job training and knowledge transfer to many non-governmental as well as public institutions; Participated in several public hearings and governmental working groups on law drafting and/or strategy development; Train the trainers in different with special focus on analyses and public policies and strategic development \using SWOT analyses; Prepare and run awareness raising and advocacy campaigns;									
Computer skills and competences	Microsoft Office, databases									
Other skills and competences	Draft training modules particularly on the field of strategic and policy development, legislation process and advocacy and provide trainings in the following areas: <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Election monitoring <input type="checkbox"/> Coaching and mentoring <input type="checkbox"/> Training Needs Assessment <input type="checkbox"/> Project Proposal Designs and Project Cycle Management <input type="checkbox"/> Lobbing and Advocacy <input type="checkbox"/> The process of legislation and participation of interest groups <input type="checkbox"/> Role of Civil Society and public participation in decision making									
Driving licence(s)	B, BE									
Additional information	Co author of “Handbook on Realization of the Rights to Access to Official Documents” published by Centre for Policies and Advocacy Prishtine, Kosovo Co author of training module “Public participation in Decision Making” and “Watchdoging” published by Regional Environmental Centre in Budapest, Hungary									