




Leotrime Maxharraj


Date of birth: 08/09/1994


Nationality: Kosovar

Gender: Female

CONTACT

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WORK EXPERIENCE

01/10/2021 – CURRENT – Gjilan, Kosovo

University Teaching Assistant

University of Gjilan "Kadri Zeka"

- Teaching assistant of English I, II and English for Teachers
- Assist the professors in exams

10/10/2021 – CURRENT – Prishtinë, Kosovo

English Teacher

SHFMU "Zenel Hajdini"

- Teach English to pupils
- Grade pupils' work

01/10/2019 – 30/09/2020 – Prishtinë, Kosovo

Lecturer

Universum College

- Taught subjects such as Introduction to English Language Linguistics, Lexicology, Discourse Analysis.
- Carried out administrative tasks related to the department, such as student admissions, timetabling, and examinations

02/2019 – 31/03/2020 – Prishtinë, Kosovo

Translator

Kosovo 2.0

- Translated different articles and documents from English to Albanian and vice-versa.
- Translated podcasts.

02/2018 – 09/2018 – Halle/Saale, Germany

Teaching assistant in primary school

Evangelische Grundschule Halle

- Taught English to children
- Helped children who needed extra support to complete tasks
- Supported teachers in managing class behavior as well as planning learning activities

2013 – 2015 – Prishtinë, Kosovo

Lead Volunteer

American Corner Prishtina

- Lead volunteer;
- Held different activities at the American Corner;
- Taught English to the children coming to the American Corner;

Prishtinë, Kosovo

10/2014 – 06/2015

Translator

KosovaLive News Agency

- Internship
- Translated and edited texts in different fields, especially in technology

EDUCATION AND TRAINING

12/2020 – CURRENT – Prishtinë, Kosovo

PhD Student in Linguistics

University of Prishtina "Hasan Prishtina"

01/10/2015 – 13/09/2019 – Prishtinë, Kosovo

Master's degree in Linguistics

University of Prishtina "Hasan Prishtina"

The impact of polysemy on second language acquisition and translation

01/02/2017 – 06/2017 – Riga, Latvia

Erasmus+ exchange student

Riga Technical University

Faculty of e-learning Technologies and Humanities

Technical translation

01/10/2012 – 23/07/2015 – Prishtinë, Kosovo

Bachelor of English Language and Literature

University of Prishtina "Hasan Prishtina"

Field(s) of study

- Arts and humanities : *Literature and linguistics*

The impact of structural ambiguity on translation process

2019

Increasing Self-Awareness and Building Trust

Qendra Qiriazi per Udheheqje dhe Njohuri Akademike

2019 – Kosovo

Kosovo Learning Summit

American School of Kosova

04/2018 – 07/2018 – Halle/Saale, Germany

German course for international students level B1.1

Martin-Luther-Universität Halle-Wittenberg

2018

Seminar zur politischen Bildung im Rahmen des "Incomer-Weltwärts-Programm" Thema: "Entwicklungsland Deutschland"

2016

- **Youth pass- Training course on preventing radicalization of young people**
2015
- **Transformational Leadership Program (TLP) Immersion Courses**
2015
- **University of Prishtina "Hasan Prishtina" International Summer University -"Everyday life in ancient Dardania**
2015
- **American Short Stories" Qendra Qiriazhi për Udhëheqje dhe Njohuri Akademike**
2014
- **University of Prishtina "Hasan Prishtina" International Summer University- "Adult First Aid/ Cardiopulmonary Resuscitation (CPR)**
2014
- **Shaping the way we teach English Webinar Course 14**
2013
- **National Novel Writing Month November**
2013
- **Before I die Project**
2013
- **TESOL Webinar "Insights from Other Worlds: What TESOLers can learn from Other Professions"**

LANGUAGE SKILLS

MOTHER TONGUE(S): Albanian

OTHER LANGUAGE(S):

English

Listening C2	Reading C2	Spoken production C2	Spoken interaction C2	Writing C2
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German

Listening B1	Reading B1	Spoken production A2	Spoken interaction B1	Writing A2
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Spanish

Listening A2	Reading B1	Spoken production A2	Spoken interaction A2	Writing B1
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DIGITAL SKILLS

Google Drive / Zoom / Microsoft Office / Google Docs / Social Media
/ Microsoft Word / Microsoft Excel / Skype

Soft skills

Curiosity and eagerness to learn / Adaptative / Responsibility / leadership / Efficient multi-tasking / Flexibility / Cross cultural skills / Motivated / Ability to work well with others / Detail-Oriented / volunteer experience / Good listener and communicator

Hard skills

Analytical skills / Skilled interpreter and translator / Content writing / Research / Excellent writing and verbal communication skills / Organizational and planning skills

DRIVING LICENCE

 **Driving Licence: B**