

# Freskida IKONOMI



+33 6 83 84 61 82



[ikonomi.freskida@gmail.com](mailto:ikonomi.freskida@gmail.com)  
[www.linkedin.com/in/freskidaikonomi](http://www.linkedin.com/in/freskidaikonomi)



## EDUCATION

**2014**

**Master's Degree in European and International Studies (with honors) - Université de Lorraine - Metz, France.**

- Main courses: International management, business intelligence, commercial international law, economics, e-commerce, marketing, finance, European Institutions...
- Foreign languages applied to business: English, Italian.

**2013**

**Master (1st year) in International Business & Management followed in foreign languages (with honors) - Université de Lorraine - Metz, France.**

- Main courses: HR, management, corporate culture, commercial international law, marketing, economics, finance, business correspondence in foreign languages, translation of different texts in English-French-Italian.
- Foreign languages: English, Italian, Spanish.

**2012**

**Bachelor Degree in International Business & Management followed in foreign languages - Université de Lorraine - Metz, France.**

- Main courses: HR, management, marketing, economics, finance, business.
- Foreign languages: English, Italian, Spanish, Dutch.

**2007**

**Baccalauréat Général Série ES (économique et social) - Lycée Robert Schuman - Metz, France.**

- High School Diploma in Economics and social sciences.
- Option: Advanced English.



## WORK EXPERIENCE

### Career break.

**2014 - 2015**

**Training & Administrative Assistant, HR Department- Learning & Development Unit, European Investment Bank (EIB), Luxembourg (LU).**

Management of training courses:

- Registration/ Cancellations.
- Session creation (PeopleSoft Programme).
- Booking and management of training rooms (Training Centre).
- Point of contact with external trainers for logistic aspects of a course organisation etc.

**2014**

**HR Internship (Blue Book Trainee), European Commission - DG EPSO (European Personnel selection office)- European School of administration. Brussels (BE).**

- Day-to-day organization of a training program called "Certification" for promotion Assistant- Administrator.
- Evaluation of the training: exporting data; preparation of quantitative statistics; presentation of results in written and graphic format.
- Organization of examinations: preparation of course material; dealing with participants and trainers.
- Reviewing and translating documentation for training courses: Certification brochure, Trainers' brochure etc.
- Design and observation of the content of certain courses: developing your resilience, personal effectiveness, writing with impact, presenting with impact etc.
- Contribution to various ad hoc projects:
  - Website project: development and design of the website.
  - Social media strategy: creation & coordination of the yammer account of the School.
  - Erasmus program: Participating and organizing the Erasmus program for European civil servant.

**2013**

**Internship: Accounting assistant, Studio Vecchioni, Reggio Emilia, Italy.**

- Administrative, tax and business management of the enterprises: National Institute for industrial insurance INAIL, National Institute for social security INPS, Chamber of Commerce etc.)
- Accountancy: balance sheets, invoices, annual income tax declaration, profit and loss statements, pay slip.

- 2012**      **Junior Tax Specialist, Clearstream Banking, Luxembourg.**
- Taxation of shares +securities in the American market (verification and payment, verification of the contracts and other administrative tasks).
- 2012**      **Freelance Interpreter/Translator, Pearl Linguistics, London, UK.**
- Albanian-English.
  - French-English
- 2011**      **Internship: HR Facilitator, Translation.ie, Dublin, Ireland.**
- CVs database management: calling applications and arrangement of a job interview: face to face or phone interviews, updating interpreters' database, writing job offers on the websites...
  - Interpreting for Irish government institutions Albanian, English, French (Solicitors Office, Irish Court Services, Refugee Legal Service etc.)
  - Translation into English of different documents from Albanian, French, Italia (birth, marriage and death certificates, insurance contracts, questionnaires for asylum application etc.)
- 2009 – 2010**      **English Teacher, Inspection Académique de la Moselle, Metz, France.**
- Teaching English to children aged 8 to 11.



## LANGUAGES



## PROFICIENCY

- Microsoft Office
- PeopleSoft Software
- Other Skills: strong knowledge of social media functioning & website ergonomics.



## PROJECTS

- HR:**      **Organization of professional development events for Blue Book Trainees, European Commission (Career Subcommittee), Brussels, BE.**
- Professional Skills workshops (CVs, cover letters, interview assessment, networking in Brussels, EPSO recruitment process etc.)
  - Business cards
  - European Commission Trainees' Job Fair (participation of companies coming from different sectors).
- Marketing:**
- Boutique Lingerie "Mary M", Metz, FR.**
- Market research: how to attract new customers? Who are the main competitors? How to enter new markets? What kind of communication to use?
  - Improvement of the website.
- Project for the restaurant: "La taverne Karlsbrau", Metz, FR.**
- Opinion poll
  - Direct-mail advertising
  - Translation of the menu in English
  - Updating the social media pages (with the latest events etc.)
  - Organizations of events.