

## CURRICULUM VITAE



---

### PERSONAL DATA:

**Last Name:** Deda  
**First Name:** Jeta  
**Physical Street Address for courier delivery:** Rr. "A. Mojsiu", Pall. 72/1, Ap.5, Tirana, Albania  
**Telephone Mobile:** +355 69 30 44 140  
**Telephone Office:** +355 4 22 77 531  
**Email 1:** [deda.jeta@gmail.com](mailto:deda.jeta@gmail.com)      **Email 2:** [jeta.deda@kryeministria.al](mailto:jeta.deda@kryeministria.al)  
**Marital status:** Single  
**Date of Birth:** 06 February 1992  
**Place of Birth:** Lezhë, Albania  
**Gender:** Female  
**Country of Origin:** Albania  
**Present Nationality:** Albanian

---

### EDUCATION:

**Degree Earned:** Master of Science in Criminal Law (full time program)  
**Institution Name:** Faculty of Law, University of Tirana  
**Start and End Date:** 10/2013 to 10/2015  
**Thesis grade:** 10/10

**Degree Earned:** Bachelor in Law (full time program)  
**Institution Name:** Faculty of Law, University of Tirana  
**Start and End Date:** 10/2010 to 10/2013  
**Thesis grade:** 10/10

**Degree Earned:** High School Diploma (full time program)  
**Institution Name:** "Sami Frashëri" High School, Tirana  
**Start and End Date:** 09/2006 to 07/2010  
**GPA:** 9.43/10

## WORK HISTORY:

**Job title:** Aide to the Prime Minister (Briefing Book Person, Editor)  
**Organization:** Prime Minister's Office, Council of Ministers, Albania  
**Address:** "Dëshmorët e Kombit" Bld., Nr. 1, Tirana, Albania  
**Employment type:** Political appointee  
**Start and End Date:** 11/2015 to Present  
**Name of Supervisor:** Mrs. Vali Bizhga (Chief of Staff of the Prime Minister's Office)

### Duties and accomplishments:

- Preparing the daily file (Briefing Book) for the Prime Minister,
- Editing the official correspondence of the Prime Minister,
- Editing the speeches of the Prime Minister,
- Writing memos on the daily official documents sent to the Prime Minister,
- Writing memos of the classified documents (confidential/ secret/ top secret),
- Coordinating the Speechwriting Office (Directorate on Communication and Research),
- Coordinating the chiefs of staffs of the ministries in order to prepare the Prime Minister's Briefing Book on a daily basis agenda

**Job title:** Expert (Editor)  
**Organization:** Prime Minister's Office, Council of Ministers, Albania (Department of Communication and Public Relations, Information Directorate)  
**Address:** "Dëshmorët e Kombit" Bld., Nr. 1, Tirana, Albania  
**Employment type:** Civil servant employee (Status of Civil servant Certificate: 24/30)  
**Start and End Date:** 10/2013 to 11/2015

### Names of Supervisors:

- Mrs. Vali Bizhga (Chief of Staff of the Prime Minister's Office)
- Mr. Endri Fuga (Adviser to the Prime Minister, Director of Communication)
- Mrs. Armela Krasniqi (Director General of the Department of Communication and Public Relations, Council of Ministers)

### Duties and accomplishments:

- Preparing the daily file (Briefing Book) for the Prime Minister,
- Editing the official correspondence of the Prime Minister,
- Editing the official website of the Prime Minister's Office ([www.kryeministria.al](http://www.kryeministria.al)),
- Editing the speeches of the Prime Minister,
- Writing memos on the daily official documents sent to the Prime Minister,
- Coordinating the chiefs of staffs of the ministries in order to prepare the Prime Minister's Briefing Book on a daily basis agenda

**Job title:** Intern  
**Organization:** Ministry of Justice  
**Address:** "Zogu I" Bld., Tirana, Albania  
**Employment type:** Internship (Recommendation letter from the Minister of Justice)  
**Start and End Date:** 05/2013 to 06/2013

### Names of Supervisors:

- Ms. Fabjola Bregu (Expert),

- Mr. Andi Mustafaj (Adviser to the Minister of Justice)

**Duties and accomplishments:**

- Performing supervised individual and group working skills in the Department of the Court Inspectorate, Department of Foreign Juridical Relations, State Advocate and the Minister of Justice Cabinet,
- Performing other related tasks that are part of the Ministry's operations

**Job title:** Collaborator, Interpreter

**Organization:** Albanian Household Women Association

**Address:** Tirana, Albania

**Employment type:** Contract employee

**Start and End Date:** 05/2011 to 05/2013

**Name of Supervisor:** Mrs. Luljeta Hysa (Head of the Albanian Household Women Association)

**Duties and accomplishments:**

- Translating and interpreting foreign legislations in order to prepare the draft law "On the single parent status",
- Coordinating with the Juridical Department of the Albanian Parliament and the Legal and Civic Initiatives Centre,
- Compiling official documents in order to coordinate the project "On civil integration of the household women families",
- Editing and translating the association's website ([www.shshgk.org](http://www.shshgk.org))

**Job title:** Collaborator, Interpreter

**Organization:** National Cultural Children Centre (National Children Theatre)

**Address:** Tirana, Albania

**Employment type:** Contract employee

**Start and End Date:** 10/2009 to 05/2011

**Name of Supervisor:** Mrs. Klaudia Hila (Director of the National Children Theatre)

**Duties and accomplishments:**

- Translating and interpreting,
- Compiling and editing official documents

**Job title:** Collaborator, Interpreter

**Organization:** National Cultural Children Centre (National Children Centre)

**Address:** Tirana, Albania

**Employment type:** Contract employee

**Start and End Date:** 10/2008 to 09/2009

**Name of Supervisor:** Mrs. Nigda Dako (Director of the National Children Centre)

**Duties and accomplishments:**

- Translating and interpreting,
- Compiling and editing official documents,
- Administrating the official e-mail and the social network page of the institution

---

**TRAINING AND PROFESSIONAL DEVELOPMENT:**

**Course Certificate:** Civil Servant Certificate  
**Institution:** Albanian School of Public Administration  
**GPA:** 24/30  
**Address:** ASPA, Tirana, Albania  
**Validity:** 10/2014 to 11/2015

**Course Certificate:** Security Certificate  
**Institution:** Directorate of Securing Classified Information, Council of Ministers  
**Security level:** Top Secret  
**Validity:** 2016 to 2022

---

**LANGUAGES AND FLUENCY LEVEL:****Albanian – C2 (Mother Tongue)****English – C1**

- Toefl IPT Certificate,
- Certificate of the Faculty of Foreign Languages, University of Tirana,
- 7 certificates provided by the Ministry of Work, Social Affairs and Equal Chances and the Ministry of Education and Science

**Italian – C1**

- Certificate of the Faculty of Foreign Languages, University of Tirana
- 2 Certificates provided by the Ministry of Work, Social Affairs and Equal Chances

**German – B2**

- Certificate of DAAD on advanced German juridical language skills,
- Certificate of the Faculty of Foreign Languages, University of Tirana,
- 2 certificates provided by the Ministry of Work, Social Affairs and Equal Chances

**French – A2**

- Certificate of the Faculty of Foreign Languages, University of Tirana,
- Certificate provided by the Ministry of Work, Social Affairs and Equal Chances

**Spanish – B1****Portuguese – A1**

---

## **MEMBERSHIP AND PARTICIPATION:**

### **Representative member of the Roman Catholic Women and Youth Chapter at the Albanian Interreligious Council**

- Delegate/ “Welcoming each other in Europe: a call for non-discrimination” program, the “EU Peace Building Process day”, “Interfaith Chanting for Unity and Peace”, organised by Religions for Peace Europe, in collaboration with the Global Network of Religions for Children [18 – 21 March 2015, (La Maison Notre-Dame Du Chant D'Oiseau, European Parliament Headquarters) Brussels, Belgium];
- Delegate of the European Assembly “Welcoming each other: from Fear to trust” interfaith encounter as a peace building process, organised by Religions for Peace Europe, in collaboration with Focolare Movement [28 October – 1 November 2015, (Centro Mariapoli Internazionale, Castel Gandolfo) Rome, Italy]
- Head of A6 workshop and reporter at the Plenary V of the European Assembly “How common action in projects of non-discrimination can inspire spirituality?”/ “Welcoming each other: from Fear to trust” interfaith encounter as a peace building process, organised by Religions for Peace Europe, in collaboration with Focolare Movement [28 October – 1 November 2015, (Centro Mariapoli Internazionale, Castel Gandolfo) Rome, Italy]

### **Delegate of the European Youth Parliament:**

- 1<sup>st</sup> National Session of European Youth Parliament, Albania (July 2007)
- 2<sup>nd</sup> National Session of European Youth Parliament, Albania (April 2008)
- 1<sup>st</sup> Pre-Regional Session of European Youth Parliament, Kosovo – Albania (March 2009)

### **Participant:**

- International Conference “Women and the development agenda post-2015: which are the challenges of the sustainable development goals (SDGs)?”, organised by Pontificium Consilium de Iustitia et Pace (Pontifical Council for Justice and Peace), World Women’s Alliance for Life and Family, and World Union of Catholic Women’s Organisations [22 – 24 May 2015, (The Church Village), Rome, Italy]
- Mock Trials sessions, “Support for better training of Albanian Lawyers toward more transparent, effective and accountable Justice in Albania” program, organized by USAID, Faculty of Law (University of Tirana) and JuST – Albanian Justice Sector Strengthening Project (17 – 20 May 2013)
- International Scientific Conference in Albania “Protecting Human Rights in Albania”, on the occasion of 63<sup>rd</sup> anniversary of the Universal Declaration on Human Rights, organized by the International Society for Human Rights (December 2011),
- Workshop “Youth and their rights”, organized by European Law Students’ Association Albania (ELSA Albania), the United Nations (UN), the Ministry of Tourism, Culture, Youth and Sports (MTKRS) and the Municipality of Tirana (July 2011)

#### **OTHER INTERESTS/ AWARDS:**

- Collaborator of “Nacional” newspaper, 2010 – 2013 (literature analysis, essay), Albania,
- 2<sup>nd</sup> prize, Essay Competition “AIDS”, organised by UNICEF, Walk Together Association, Live Healthy Youth Forum and Beyond Barriers Association
- 1<sup>st</sup> prize, Photo Competition “Health law”, organized by the European Law Students Association Albania (ELSA Albania), April 2011,
- 2<sup>nd</sup> prize, Essay Competition on “Europe Day”, organised by C.E.S.E.S. and “Dudaj” Publishing, 2009,
- 1<sup>st</sup> prize, Painting Competition “Tolerance between religions”, by USAID and World Learning, Albania,
- Consolation prize in the Painting Competition of the tourism campaign “Greetings from Albania”, organized by USAID, Albania,
- 2<sup>nd</sup> prize, Painting Competition organised by “Yje” magazine, 2005,
- 3<sup>rd</sup> prize, Painting Competition organised by “Mrekullia” magazine, 2004
- Painting diploma by “The Wastewater Company of Tehran”, Iran,
- 3<sup>rd</sup> prize, Painting Competition by “Red Cross Tirana”, Albania,
- 3 painting diplomas by “The Small Montmartre of Bitola”, Macedonia,
- Winner of two mathematic Olympiads