

CURRICULUM VITAE

PERSONAL INFORMATION

Name **LEONORA MUSHICA MEHMETI**
Address **KODRA E DIELLIT, ZONA PERËNDIMORE, H.4 No.2, PRISHTINË, KOSOVË**
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Fax
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Nationality **Dual Nationality – Kosovar and British**

Date of birth **02 July 1974**

WORK EXPERIENCE

- Dates (from – to) **DECEMBER 2005 – JANUARY 2006**
- Name and address of employer **Social Dialogue, Prishtina, Kosova**
- Type of business or sector **NGO Social Dialogue contracted by Danish Government for technical assistance on the Neighborhood Programme “Legal Assistance to Protect Workers Rights in Kosovo”**
- Occupation or position held **Programme Manager**
- Main activities and responsibilities **Responsible for coordination, supervision and management of the project. Technical assistance to the Union of the Trade Unions of Kosovo (BSPK) for setting up a legal department.**

- Dates (from – to) **NOVEMBER 2004 – TO DATE**
- Name and address of employer **Dialogue Development Consulting, Copenhagen, Denmark**
- Type of business or sector **Consulting Company contracted by European Agency for Reconstruction for technical assistance on Strengthening Civil Society in Kosovo**
- Occupation or position held **Programme Coordinator**
- Main activities and responsibilities **Coordinating the overall programme activities. Special advisor on organisational issues in the participating social partners and the selected professional organisations. Member of the special advisory team on the development of residents’ associations. Planning and monitoring of international and national experts employed in the programme. Ensuring the overall time planning of staff and activities, and adherence to activity and reporting deadlines. Organisation of study tours under the programme.**

- Dates (from – to) **February 2004 – October 2004**
- Name and address of employer **Bonus Bonita – Lipjan, Kosovo**
- Type of business or sector **Water Bottling and Juices Production Company**
- Occupation or position held **Marketing and Human Resources Manager**
- Main activities and responsibilities **Responsible for Promotional and Marketing of the existing products, promoting new products, internal marketing and event organizations. Responsible for producing a yearly marketing plan within the time line and planned budget. Responsible for managing and supervising the team of Sales and Distribution Agents and the Administrative Personnel. Other duties: Documentation, Information, Communication, etc.**

- Dates (from – to) **SEPTEMBER 2003 – JANUARY 2004**
- Name and address of employer **Pantheon European Affairs, Brussels, Belgium**
- Type of business or sector **Consulting Company contracted by European Agency for Reconstruction for technical assistance on EU Law and Policy Development on Kosovo**
- Occupation or position held **European Integration Consultant / Assistance to the Office for European Integration in the Office of the Prime Minister**

- Main activities and responsibilities Working together with an international expert on European Integration we conducted a scoping study, written the Project Fiche, and the ToR for the upcoming European Integration Project, financed by European Agency for Reconstruction, which main objectives will be:
 - Strengthen/design the Office for European Integration within the Office of the Prime Minister;
 - Strengthen the legislative capacities of the PISG ministries and to increase the understanding by the PISG of the European Integration Process and the acquis communautaire;
 - Enhance the implementation by the various Ministries of the recommendations defined in the SAP-Tracking Mechanism process, particularly in the areas of policy-making and legislative drafting.
 Other duties:
 Working on research to be able to have a clear view on the current situation at the Provisional Institutions of Self-Government (PISG) in Kosovo.
 Responsible to write the end of mission report including the research report.

- Dates (from – to) **AUGUST 2002 – FEBRUARY 2004**
- Name and address of employer Bernard Brunhes International, 89 Rue du Fbg Saint-Antoine 75011 Paris, France for the European Agency for Reconstruction
- Type of business or sector Consulting, Employment, Health, Social Protection. Implementing the EAR project “Activating Health Systems in Kosovo”. The aim of the project is to provide assistance and support to the Ministry of Health, in investing 12.8 million EUR in the Kosovar Health Sector.
- Occupation or position held Project Management Assistant
- Main activities and responsibilities Assisting the international Project Manager, Financial Manager and the five local Task Managers in the process of project cycle management. Responsibilities included Agenda, Communication, Documentation, Information and supervising Logistics and Office Management.

- Dates (from – to) **OCTOBER 2001 – JULY 2002**
- Name and address of employer Bernard Brunhes International, 89 Rue du Fbg Saint-Antoine 75011 Paris, France for the European Agency for Reconstruction
- Type of business or sector Consulting, Employment, Health, Social Protection. Implementing the EAR project ‘Capacity Building for Health Management and Medical Specialties in Kosovo’. The aim of capacity building has been setting up institutions and building capacities for the development and implementation of a Master in Health Management; Mid Level Health Management Training, Health Information Systems, a Master in Family Medicine, and curricula development and training for 12 Medical Specialties.
- Occupation or position held Local Project Manager
- Main activities and responsibilities Working together with the international Project Manager in the day-to-day management of Capacity Building. Responsibilities included Agenda, Communication, Documentation, Information and supervising Logistics and Office Management and arrangement of Human Resources with the local and international staff.

- Dates (from – to) **NOVEMBER 1997 - SEPTEMBER 2001**
- Name and address of employer Keystage Management Limited, 108 Holland Park Avenue, London, W11 4UA, UK
- Type of business or sector Food trade and commerce
- Occupation or position held Store Manager
- Main activities and responsibilities Responsible for setting the stock replenishment levels, recruiting, and dealing with customer complaints. Daily cashing up, banking, and store double-entry bookkeeping. Day-to-day running of the store, managing 15 employees, including their working hours, quality of their service, their training and safety. Weekly reporting to the Managing Director.

- Dates (from – to) **NOVEMBER 2000 – APRIL 2001**
- Name and address of employer O.J. Kilkenny & Co. 6 Lansdowne Mews, London, W11 3BH, UK
- Type of business or sector Chartered Accountancy Firm
- Occupation or position held Junior Accountant
- Main activities and responsibilities Responsible for two of the firm’s clients. Managing their business accounts with bookkeeping, tax return, payment receiving and invoice issuing. Also managing the client’s personal banking account and personal expenses.

- Dates (from – to) **JUNE 1999 – SEPTEMBER 1999**
- Name and address of employer Scottish Refugee Council, 98 West George Street, Glasgow, G2 1PJ, UK
- Type of business or sector Local Council
- Occupation or position held Social Worker

- Main activities and responsibilities Comforting refugees, helping them deal with the reality of what happened to them, and preparing them to face life in a new community. Working together with the International Red Cross, we helped some of the refugees trace their relatives and in some cases reunite them with members of their family.

EDUCATION AND TRAINING

- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- JANUARY 2006 – DECEMBER 2006**
Prishtina Institute for Political Studies in cooperation with Council of Europe
- The objective of this School was to provide the upcoming generation of young political leaders, civil society, media professionals with quality education in the areas of politics, democratic culture, human rights and European values.
Certificate released from Secretary General of the Council of Europe.
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- ~~**JUNE 2006 – DECEMBER 2006**~~
~~Prishtina Institute for Political Sciences and European Council~~
- ~~The objective of this School was to provide the upcoming generation of young political leaders, civil society, media professionals with quality education in the areas of politics, democratic culture, human rights and European values.~~
~~Certificate released from Secretary General of the Council of Europe.~~
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- January 2005 – October 2005
The Kosovo School for European Integration, KFOS, Prishtina, Kosova
- EU Integration procedures and legal framework of EU Institutions and Bodies. EU's legislative framework, policies and policy processes. Europe as a global player and the prospect of the region. The needs and the procedures for Kosovo Integration in EU.
Diploma – Studies of European Integration
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- MAY 2003**
MDF Training and Consultancy in cooperation with Kosova Civil Society Foundation
- ToT – Training of Trainers in Human Resource Development and Organisational Development.
Certificate of Attendance
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- APRIL 2003**
MDF Training and Consultancy in cooperation with Kosova Civil Society Foundation
- Project Cycle Management; Human Resources Development; Advanced Management Course in Institutional Development and Organisational Strengthening.
Certificate of Attendance
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- JUNE 2000**
Kensington & Chelsea College, London, United Kingdom
- Business Management and Finances
Diploma in Management of Business and Finance
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- JUNE 1999**
Kensington & Chelsea College, London, United Kingdom
- Bookkeeping and Accounts; English for Business Communication; Business Studies; Text Production Skills; Practical Spreadsheet Processing;
Pitman Certificates
- Dates (from – to)
 - Name and type of organization providing education and training
 - Principal subjects/occupational skills covered
 - Title of qualification awarded
- JUNE 1992**
Ivo Lola Ribar – Prishtina, Kosovo
- Mathematical and Natural Sciences
Diploma of Secondary Education in Mathematical and Natural Sciences
Diploma in Albanian History

**PERSONAL SKILLS
AND COMPETENCES**

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

- Reading skills
- Writing skills
- Verbal skills

**SOCIAL SKILLS
AND COMPETENCES**

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

**ORGANISATIONAL SKILLS
AND COMPETENCES**

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

**TECHNICAL SKILLS
AND COMPETENCES**

With computers, specific kinds of equipment, machinery, etc.

**ARTISTIC SKILLS
AND COMPETENCES**

Music, writing, design, etc.

**OTHER SKILLS
AND COMPETENCES**

Competences not mentioned above.

DRIVING LICENCE(S)

ADDITIONAL INFORMATION

ALBANIAN

ENGLISH

EXCELLENT

EXCELLENT

EXCELLENT

SERBO –CROATIAN

EXCELLENT

GOOD

GOOD

I am used to living and working in multicultural environments (Kosovo, United Kingdom). I am particularly interested in integration in Kosovo without restriction to all ethnic, cultural and social groups, and working hard, within the context of donor funded projects or directly working for international institutions, to help achieving that goal. Communication is often central to my work, which has always been participating, and the last years, managing multidisciplinary, multilingual and multinational teams.

Proven peoples manager, with a strong focus on communication at the one side, and the administrative organisation at the other. Excellent skills in EU project cycle management, experience with finance, human resources, logistics and procurement. Experience in managing external relations in large international projects, coordinating between all local and international staff.

Computer Skills and wide experience with MS-based software and the use of other regular office equipment.

Photography, music and reading. Voluntary studying International and European Relations (Economics, Law, Politics).

Familiar with particular EU procedures, focused on monitoring, reporting and procurement (acquired while working in EAR projects)

British Driving Licence

For references you can contact:

Albert Lila, Project Manager, Strengthening Civil Society in Kosovo, Executive Director of local NGO “We Are With You” (WAWY): Alqkos@yahoo.com
Peter Theunisz, Project Manager/Team Leader of Capacity Building, Director of Pantheon European Affairs, Brussels, Belgium: Theunisz@pantheon.com
Harald Hauben, Project Manager/Team Leader of Activating Health Systems, Director of Eftheia, Brussels, Belgium: Harald.Hauben@skynet.be
Jean-Marc Labis, Financial Manager of Activating Health Systems, EU Manager at Schlumberger/Sema, Brussels, Belgium: Jean-Marc.Labis@be.sema.com