

Curriculum Vitae



Personal information's

First name(s) / Surname(s)

Dardan Kryeziu

Address(es)

Village- Brezne, Prizren

Telephone(s)

Mobile: 0037744345011

E-mail

dardankryeziu@gmail.com

Nationality

Albanian(Kosovo)

Date of birth

08.06.1986

Marital Status

Married

Gender

Male

Occupational field 1

Degree as a Bachelor of Psychology in 2008 in University of Prishtina

Occupational field 2

Ongoing master studies in "Counselling and School Psychology" in University of Prishtina

Work experience 1

Dates, Occupation or position held

01.08.2013- Continue

Monitoring, Evaluation and Reporting Officer

Main activities and responsibilities

My duties in this position are to monitor, evaluate and make reports for all activities of CIVIKOS, with the main focus dialogue between civil society and Government / Prime Minister Office for Good Government within project Working Together. *Towards a productive working relation between Civil Society and the authorities in Kosovo.*

Name and address of employer

CIVIKOS Platform
Rr. Fazli Grajqevci 4/A 10000, Prishtinë

Type of business or sector

NGO

Work Experience 2 Dates, Occupation or position held	01.09.2010- Continue National Coordinator
	<p>As a National Coordinator I was engaged from the beginning of establishing branch of Mus-e in Kosovo and my responsibilities were to manage all the process and the staff. I managed successfully implementation of the project, by selecting staff, organise activities, and I brought new ways of evaluation which latter were used by Network of Mus-e as a common strategy. I prepared project proposals for different donors which successfully we get the grants from Swiss Cooperation Office in Kosovo, Musique et vie, Ministry of Culture Kosovo, Mus-e Switzerland, etc.</p> <p>With my personal initiative I proposed to organise YOUTH IN ACTION projects, and participate in COE (Council of Europe) activities, which staff and other members has benefit a lot from different trainings and seminars in Human Rights, Intercultural Dialogue and other fields.</p> <p>I participated every year in ICC (International Coordinator Committee) meetings organised from Yehudi Menuhin Foundation. In last ICC in Stuttgart I was co organiser together with Mus-e Germany</p>
Name and address of employer	NGO Mus-e Kosova Werner Schmitt-President of Mus-e Kosova- <i>Könizbergstr. 74 CH-3097 Liebefeld</i> +41 31 972 25 61 w.schmitt@bluewin.ch Mrika Hoxha- Vice President +37744438655 mrika_h@hotmail.com
Type of business or sector	International NGO

Work experience 3	
Dates, Occupation or position held	01.05.2012- continue Field Coordinator- External collaborator
Main activities and responsibilities	I managed the group of researchers, and was responsible for implementation of the survey "Violence in Family" which was project financed by UNICEF mission in Kosovo and UNDP. I was responsible for Municipality of Dragash where I managed staff and all process of survey in Dragash. Since 2011 I am part of the experts where we are monitoring and evaluate projects implemented in primary schools by GIZ and monitored by Foundation Together.
Name and address of employer	Foundation Together Kosova Str. Garibaldi 3/8 10000 Prishtine- Kosovo +38138220252
Type of business or sector	International NGO
Work experience 4	
Dates, Occupation or position held	April 2009 September 2010 Merchandiser
Main activities and responsibilities	My job in Bucaj consisted to find contact with the potential buyers as part of the mission of the Development and the extension of the business relations. Other duty of mine was the identification of the best places to expose the company products and the conviction of the shopkeepers to keep the visibility. My daily work was based in Field in all municipalities of Kosovo. I had to do two reports, one for the weekly activities to the brand managers and one monthly for the Board of Directors.
Name and address of employer	Bucaj Zona Industriale p.n. 10000Prishtinë, KOSOVE tel:+381 (0)38 601771 and +381 (0)38 601881 mail: info@bucaj-ks.com web. www.bucaj-ks.com
Type of business or sector	Distributor Company
Work experience 5	
Dates, Occupation or position held	February 2007-June 2008 "Project Adviser" for project "Inclusive Education national politic or just Idea"
Main activities and responsibilities	My responsibility in this project was to control the flow of the project and to coordinate the inclusive education activities in primary schools. I worked with teacher assistances and I followed the process of work in field of inclusion of people with Syndrome Down in regularly schools.
Name and address of employer	Down Syndrome Kosova Driton Bajraktari – Rr. Kroi i Bardhe nr 72 10000 Prishtine Kosove Tel: +37744112170 Mail: info@downsyndrome.org Web: www.downsyndrome.org

<p>Education Dates and Venue Title of qualification Name and type of organisation providing education and training</p>	<p>2005-2008- Prishtine/ Kosova Bachelor of Psychology University of Prishtina- Faculty of Philosophy-Department of Psychology</p>
<p>Education 2</p>	<p>1-st year in Master studies in Management at Universum College in Prishtina.</p>
<p>Education 3 (Non formal) Dates and Venue Title of qualification Name and type of organisation providing education and training Principal subjects/occupational skills covered</p>	<p>23 September-23 December 2011- Prishtine, Tirane Certificate of Completion School for European Integration Kosovar Civil Society Foundation (KCSF)- http://www.shkollaeuropiane.org/?page=2,7 -Gain Knowledge about the: - European Union in General- History -Institutions of European Union -Economy -Taxation and Customs Union - Law and politics of EU -Communication in EU -Internal and External Market - Turkey case -Kosovo and EU- challenges etc</p>
<p>Training 1 Dates and Venue Title of qualification awarded Principal subjects/occupational skills covered Name and type of organisation providing education and training</p>	<p>11-12-(06)-2011/ Prishtine Kosova Project Manager I Covered new skills about how to write project proposal, different techniques of writing proposals, how to manage the project, resources, time, staff ect. Idea consulting http://idea-co.com</p>
<p>Training 2 Dates and Venue Title of qualification awarded Principal subjects? Occupational skills covered Name and type of organisation providing Education and training.</p>	<p>25 February- 1-st March 2013 Trainer of Trainers- in EU communication During the training I learned, basic skills for trainers, methods of designing training, presentation Skills, techniques of communication, the way of using different tools such as ice breakers, Energisers etc. How EU work, process of integration into EU was the topic covered by different Experts in field of EU Integration EUPK- Eu Perspective in Kosovo Rruga UCK 32 Prishtina- Kosovo +381 (0) 38 221 504 info@eupk.org</p>

<p>Training 5</p> <p>Dates, venue and Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p>	<p>29.05.2012-03.06.2012 Mürren- Switzerland Training for trainers “Connecting Cultures”</p> <p>-Gain Knowledge and skills about multiculturalism -Sharing best practices in youth work - Understanding of cultural conflicts and new challenges in intercultural dialogue -Exploring different cultures and learn from each other - Developing new project with different partners from all over the world</p> <p>Youth in action and NGO Infoclick www.infoclick.ch</p>
<p>Seminar/Conferences 1</p> <p>Dates, venue and Title of seminar/conference</p> <p>Topic of the Seminar/Conference</p> <p>Name and type of organisation providing education and training</p>	<p>02.12.2012-09.12.2012 Istanbul</p> <p>Cultural Innovators Network</p> <p>Cultural Innovators Network, brought together more than 100 participants from European and Non-European countries to discuss and bring innovative ideas in different fields such as Human Rights, Intercultural dialogue, Multiculturalism, Networking etc. During the forum I participated in these workshops: Leadership, Writing project proposals, Networking, innovative Marketing, Managing Projects. Within CIN activities we prepared project proposals which Goethe Institute is going to support, and From total 20 projects supported by CIN, project proposal that i participated got the grant. Name of project was West Balkans Cultural Antenna.</p> <p>Goethe Institute , http://www.goethe.de/ins/eg/prj/cin/enindex.htm</p>
<p>Seminar/Conferences 2</p> <p>Dates, venue and Title of seminar/conference</p> <p>Topic of the Seminar/Conference</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p>	<p>23-26 Mars 2011 Grand Cevahir Hotel - Sisli - Istanbul</p> <p>NGO Forum Intercultural Dialogue “How can NGO-s play their part”</p> <p>NGO Forum of 23-25 March in Istanbul gave the opportunity to reactivate the intercultural dialogue theme. Over 70 NGO representatives, many from south-east Europe, participated in this conference. We discussed and shared ideas in the field of Intercultural dialogue in order to launch the development of Toolkit for the practice of Intercultural Dialogue so as to address the new challenges. I participated in workshop “ Identity and the Other: the role of intercultural education</p> <p>Council of Europe www.coe.int Web page of conference http://www.ngoforum-istanbul.org/eng/</p>

<p>Seminar/Conferences 3</p> <p>Dates and Venue</p> <p>Topic of the Seminar/Conference</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p>	<p>25-27 november 2011 Istanbul/ Turkey</p> <p>Youth Volunteering in Changing Europe</p> <p>-What is the ROLE OF VOLUNTEERING in promoting active citizenship and democracy, human rights, respect and social inclusion in changing Europe? -Sharing different approaches with 21 participants from all over Europe on volunteering as a tool for youth participation in different circumstances of Europe - Sharing best practises in voluntary work from different organisations -Information's about EVS(European Voluntary Service) -Workshops about the value of volunteering for the PERSONAL AND SOCIAL DEVELOPMENT of young people -I participated in recommendations for Stake-holder to recognize the value of voluntary work</p> <p>Youth for Exchange and Understanding International - http://www.yeu-international.org/ Toplum Gönüllüleri Vakfı (TOG) http://tog.org.tr/</p>
<p>Seminar 4</p> <p>Dates and Venue</p> <p>Topic of the Seminar/Conference</p> <p>Principal subjects/occupational skills covered</p>	<p>23-25 March 2012 Struga- Macedonia</p> <p>“Inter- ethnic dialogue and collaboration at local and regional level”</p> <p>- Gained knowledge and skills about: -Stereotypes and Prejudices based in cultural differences -Discussions about Multiculturalism in general -Multiculturalism in Macedonia -Communication Skills -Inter-ethnic cooperation's -Active Citizenship -Debates and role plays in Multicultural environment</p>
<p>Name and type of organisation providing education and training</p>	<p>PROGRES- Institute for Social Democracy www.progres.org.mk</p>

Personal skills and competences

Mother language

Albanian

Other language(s)

English and Serbo-Croatian

ENGLISH

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient User	C1	Proficient User	C1	Proficient User
B1	Independent user	C1	Proficient user	A2	Basic User	A2	Basic User	A2	Basic User

Serbo-Croatian

European level (*)

(*) Common European Framework of Reference for Languages

Self-assessment - European level (*)

Self-assessment - European level (*)

Social skills and competences

- Ability to work without prejudices with people who comes from different nationalities, cultures, religions etc.(Huge experience in different training in international level)
- Creative in ideas and projects, with different subjects.
- Team Spirit

Organisational skills and competences

- Sense of Organization(Experience in Logistic)
- Good experience in managing of the staff
- Good experience in different projects
- Ability to work under pressure and stress

Computer skills and competences

I can use Independently WORD Excel, Power Point, SPSS and different programs for managers (Gant table) ect

Driving licence

B category

References			
	Name and Surname	Occupation	Contact
1	Mimoza Shahini	Child and adolescent psychiatrist	+377/44/ 120-604
2	Aliriza Arënlju	Professors in the department of psychology	+386/49/120 -361
3	Werner Schmitt	President of Mus-e Kosova Vice President of Yehudi Menuhin Foundation in Brussel	+41 31 972 25 61 +41 79 344 58 58 (<i>mobile</i>) w.schmitt@bluewin.ch
4	Driton Bajraktari	Executive director in NGO Down Syndrome Kosova	+377 44 112- 170
5	Valton Beqiri	Professor in Academy of Arts Prishtina	+377 44 500 485
6	Inkeri Ruokonen	Lecturer in University of Helsinki	+358 50 560 6209 Inkeri.ruokonen@helsinki.fi
7	Valdete Idrizi	Director of CIVIKOS	+37744176393 valdete.idrizi@civikos.net
8	Mentor Lecaj	Lawyer	+37744415605 mentorlecaj@gmail.com
9	Korab Lecaj	Journalist at RTV 21	+37745290000