

CURRICULUM VITAE

Mr Ndrek Gjini

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Summary

- Communications – ten years' experience of communications support for business, community and local government.
- Website design and building - ten years' experience of designing and building websites for business, community and local government. Over 40 websites built and maintained.
- Journalism – twelve years' experience as a professional journalist for a national newspaper with the highest circulation in its country

EMPLOYMENT EXPERIENCE:

- **August 2022 to February 2026** - I was awarded the **Basic Income for the Arts** by the **Department of Culture, Communications and Sport**.
- **2015 to June 2020 – Communications, Website and IT Support Officer Footfall Ltd.**, Unit 55C Briarhill Business Park, Ballybrit, Galway, H91TR2K
 - I managed daily communications for a growing company, maintained, redesigned and updated its suite of websites, named as follows: Footfall.ie, Footfallshop.ie, LogoMats.ie
 - Posted weekly new articles, new products and offers to websites, blogs, and social media channels like Facebook, Twitter, and Instagram.
 - Created maintained and updated Google Maps, Google My Business and Google Ad Words for all the above-mentioned websites.
 - Tested websites, uploaded on servers and optimised them with search engines such as Google and Bing.
 - **IT maintenance:**
 - Installed and configured computer hardware, software, systems, networks, printers, and scanners.
 - Monitored and maintained computer systems like Microsoft Windows, Apple iOS and Google's Android OS.
 - Responded in a timely manner to service issues and requests.
 - Installed new computers, printers, scanners, and other new equipment.
- **2013 – July – August – Communication Consultant - IOM Ireland – International Organization for Migration (IOM) Ireland**
 - Prepared a 50+ page Country Mapping Report for IOM Ireland on Albanian and Kosovar migrants in Ireland.

- Researched migration trends, integration challenges, and community networks.
- Collected and analysed demographic and socio-economic data.
- Conducted stakeholder interviews and consultations.
- Drafted and edited the final report in line with IOM standards.
- Presented findings and policy recommendations to IOM Ireland

- **2013 to 2015 - Communications & Programmes Co-ordinator**

Galway Education Centre, Cluain Mhuire, Wellpark, Galway, H91 R284

- I managed daily communications for GEC which provided education services to over 1,000 people annually.
- Managed communications on all website, social media channels and conventional media.
- Managed events (exhibitions, launches, courses), the largest of which catered for 300 people
- Planned, co-ordinated, and supervised 13 Embassy exhibitions from different nations launched at GEC
- Edited, designed, published and launched 2 anthology books with children's writing, *Future Tense 1* and *Future Tense 2*.
- Assisted in developing and scheduling program work plan for Galway Write A Book events

Sample of websites and blogs designed and maintained: Galway Education Centre's, Aviators of the Future Galway Write A Book.

- **2012 to 2013, Arts Office - Communications & Programmes Assistant**

Galway City Council, College Road, Galway, H91 X4K8

- I assisted the Galway City Council Arts Officer to manage the communications of the Arts Office and to implement a comprehensive programme of support for the arts in Galway.
- Event management and communications on support schemes and events were central to this role. I represented GCC Arts Office at events and served as contact point for the public and for artists and groups in receipt of support.

Sample of blogs built, maintained and updated Galway Culture Night, Artists of Galway, Galway Social Inclusion blog.

CERTIFICATES

- **EF Set - English Certificate 92/100 - See: <https://cert.efset.org/VnDS2e>**
- **Certified interpreter** with Context.ie, Lionbridge.com, Translation.ie & Wordperfect.ie, Consecutive, sight and simultaneous medical, legal, business and administrative within hospitals, city and county councils, courts, police stations, community and commercial enterprises.

QUALIFICATIONS:

- 2010 - 2011: *Master of Arts in Writing, National University of Ireland, Galway.* (NQAI Level 9).
- 2005 - 2010: *Bachelor of Arts (Honours) in Heritage Studies, Galway Mayo Institute of Technology, Galway.* (NQAI Level 8).
- 2004 - 2005: *National Certificate in Print Journalism, Castlebar College of Further Education, Co. Mayo.* (NQAI Level 5).
- 1999 - 2001: *Higher Certificate in IT and Website Design, University of Tirana, Albania.*
- 1984 -1988: *Bachelor of Education in Language and Literature, University "Luigj Gurakuqi", Shkoder, Albania.* (NQAI Level 8).

See: <https://shorturl.at/8DVxB>

ACHIEVEMENTS:

- On April 12th, 2022, I had the honour of meeting President Higgins, to whom I presented a copy of his poetry collection *An Arid Season*, which I had translated into Albanian.
- Author of published books in Albanian and English. *The Death of Night*, published in 2011 by EMAL, *The Invention of Shoes* was published in 2019 by Galway Academic Press.
- Public performances at literary festivals such as *Cúirt International Festival of Literature in 2019*, the *Strokestown International Poetry Festival in 2011*. Featured poet in the *'Cyphers' Magazine, Issue 71. and 85*. Published in *The Mayo Anthology (Present Tense)* and in the *Writing4all Anthology, "The best of 2011"*, and *MUSE INDIA, Issue 76, 2017*.
- Shortlisted for Galway City Mayor's Awards in 2014 for my contribution to the cultural and community life of Galway city.
- Registered Teacher with the Teaching Council of Ireland.

REFEREES:

1. **Vincent Holmes**, MA, General Manager of The Galway Review. 18 Cior na Mara, Knocknacarra, Galway, H91 EV5N, Telephone: 087 2797355, Email: uinseannaholmes@gmail.com
2. **Bernard Kirk**, Former Director, Galway Education Centre. Founder and CEO of The Camden Education Trust, GMIT, Centre for Creative Arts and Media, Monivea Road, Galway. Telephone: 087 2420114. Email: bernard.kirk@thecamdentrust.org