

Kostian Qirjazi

Number and Inter-Linguistic Data Management

Work Experience

Senior Administrative Assistant, Deloitte Albania and Kosovo, Tirana
December 2020 - Present

Managed financial and personal data for both clients and internal professionals, ensuring accuracy, confidentiality, and trust. Provided attentive and solution-oriented customer service across a variety of inquiries, while also overseeing client billing and account management. Promoted to a senior role in recognition of leadership, reliability, and organizational skills.

Translator/Proofreader, ICS-Digital (Freelance)
February 2020 - Present

Translated and proofread a range of marketing materials, including ads, websites, and promotional content for different clients. Ensured linguistic accuracy and alignment with company guidelines. Worked closely with international teams to deliver high-quality, market-specific content.

Translator/Journalist, Albanian Daily News (Part-Time), Tirana
July 2019 - March 2023

Translated English op-eds into Albanian, ensuring accuracy, neutrality, and alignment with editorial guidelines. Delivered clear, impactful content for international institutions and professionals in Tirana.

Translator, AlbaGlobal, Tirana
January 2020 - October 2020

Translated a wide range of documents, including technical, legal, and marketing materials, for an Albanian company. Ensured accurate and contextually appropriate translations, maintaining clarity and consistency across various subject matters.

Property Manager, Virtual Assistants (Peymans), Tirana
March 2018 - September 2018

Managed guest relations and property operations, ensuring a seamless stay experience. Created engaging marketing content to inform guests and attract new visitors to the company's website.

Education

Bachelor Degree in German Translation and Interpretation, University of Tirana
September 2015 - July 2018

Bachelor Degree in English/Italian Translation and Interpretation, University of Tirana
October 2018 - June 2020

Personal Info

+ 355 693817596

kostatb@gmail.com

Skills

Teamwork ●●●●●

Adaptability ●●●●●

Time management ●●●●●

Attention to detail ●●●●●

Problem-solving ●●●●●

Languages

English ●●●●

German ●●●

Italian ●●●●