

# **AZETA ÇOLLAKU (XHAFKA)**

Tirane, Albania

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## **GENERALITIES**

**Name, Last Name:** Azeta Çollaku (Xhafka)  
**Place of birth:** Lezhe  
**Date of birth:** 02.02.1981  
**Tel:** + 355 4 2259 606  
**Cel:** + 355 682001910  
**Civil Status:** Married

## **EDUCATION**

**BRANDEIS UNIVERSITY/ International Business School, Waltham, Massachusetts, USA 2002-2004**

- M.A. degree in International Business with a concentration in International Finance.
- **GPA: 3.89/4.00** May 2004 Magna Cum Laude Graduate.

**WELLESLEY COLLEGE, Wellesley, Massachusetts, USA 1999-2003**

- B.A. Degree in Economics with a minor in Mathematics.
- **GPA: 3.91/4.00.** May 2003 Magna Cum Laude Graduate: Phi Beta Kappa; Omicron Delta Epsilon (International Honor Society in Economics), Trustee Scholar.

**ST. MARGARET'S HIGH SCHOOL, Tappahannock, Virginia, USA 1998-1999**

- **GPA 4.00/4.00.** June 1999 Honors Graduate: U.S.A President's Educational Award (Gold Medal), Bishop's Prize, Mary Elizabeth King Prize, Edith Latane American History Award, Music/Health Departmental Recognition Award.

## **PROFESSIONAL EXPERIENCE**

**Department of Strategy and Donor Coordination, Council of Ministers, Tirane**

*Foreign Aid Coordinator*

**Jan. 2008–Present**

- Coordinator for World Bank Projects: DPO2, DPO3, IPS Trust Fund, CEM, CPIA, JPPR and others
- Coordinator for USAID, Greece, Turkey, Canada, Poland, Hungary, Slovakia, Holland, France, DFID
- Monitoring and evaluating the progress of various project components
- Coordinating line ministries priorities with the donor community assistance

**UNDP, Tirane, Albania**

*Consultant*

**Sept.-Dec. 2007**

- Responsible for coordinating World Bank Projects: DPO2, IPS Trust Fund, CPIA and JPPR
- Develop the first Annual Report on External Assistance in Albania
- Monitoring and assessing progress of the various IPS Trust Fund components
- Work with line ministries on IPS, NSDI, MTBP and External Assistance
- Assessing the effectiveness of IPS implementation and making recommendations for process improvements
- Arranging and coordinating various events, workshops, publications
- Assisting the international consultant with the various reviews and assessments

**INSIG MAKEDONIJA AD, Skopje, Macedonia**

*Financial Associate*

**Feb. 2005-April 2007**

- Periodical analysis of economical-financial performances of the company.
- Evaluation of material and non-material claims amounting over 3,000 euros.
- Responsible for the relationship with the Macedonian National Bureau of Insurance and the Guaranteed Fund.
- In charge of free funds investments.
- Prepare and present materials for board meetings.
- Analysis, control and payment for: claims/damages-domestic & international, invoice, rent, branch expenses, salary, agents' commission, mobile/fix phone, travel, contributions, etc.
- Physical Inventory (cash, polices, checks, warehouse, head office, branches).
- Substantiation of monthly polices report of ZV, AMD, branches, agents; obligations to INSIG; damages; provision payments to Macedonian National Bureau of Insurance; travel agencies provisions, etc.
- Internal audit (balance sheet items, provisions, payments, expenses, uncollected premiums, etc).
- Periodical training of INSIG agents.

- Estimate periodical budgets of INSIG branches.
- Member of work groups: “Procurements”, “Evaluation of claims”, and “Project budget 2006 and 2007”.

**COOP UNIVERSITY**, Skopje, Macedonia *Professor* **Mar. 2006-Feb. 2007**

- Microeconomics (lecture-two hours twice a week; office hours-two hours once a week)
- Macroeconomics (lecture-two hours twice a week; office hours-two hours once a week)

**SOUTH EASTERN EUROPEAN UNIVERSITY**, Tetovo, Macedonia *Professor* **Sept. 2004-Jan. 2005**

- International Finance (lecture-two hours twice a week; office hours-two hours once a week)
- Economic Analysis Application (lecture-two hours twice a week; office hours-two hours once a week)

**BRANDEIS UNIVERSITY**, Waltham, Massachusetts *Teaching Assistant* **Sept. 2003-May 2004**

- The Global Economy; Corporate Finance: Corrected students’ problem sets, homework, term papers, and case write-ups. Assisted them in understanding the material more in depth, prepare for quizzes and exams.

**ATLANTIC ACM**, Boston, Massachusetts *Research Analyst* **January-May 2003**

- Prepared “RBOCs in Long Distance” reports for Verizon, BellSouth, Qwest, and SBC—including company specific and public information; analyzed and forecasted earnings until 2008; broke down revenues and access lines by state.

**DEPARTMENT OF ECONOMICS**, Wellesley College *Research Assistant* **May 2002-August 2003**

- Conducted research on: HIV/AIDS in Africa; Demographics of Africa; Africa’s economy; Monetary policy coordination and cooperation worldwide and in Europe; Monetary policy in countries with conflicts or wars; Inflation targeting worldwide; European Monetary Union; Microsoft; Antitrust laws and rulings; Software licensing.

**STUDENT FINANCIAL SERVICES**, Wellesley College *Financial Associate* **September 1999-2003**

- Analyzed students’ financial accounts. Responded to parents’ and students inquiries, calls, and emails regarding college payments, loans, scholarships, collection agencies, tuition and fees.
- Assisted financial aid and loan counselors with student meetings, scholarship research and presentations.
- Trained new students in responding to financial aid inquiries.
- Posted miscellaneous fines and charges to students’ accounts. Organized and maintained students’ files.

**FINANCIAL UNION TIRANA INC.**, Tirane, Albania *Marketing Associate* **Summer 2000/2001**

- Assisted in handling advertising contracts with the Albanian media: establishing the contract’s size, price, commercial show time and duration on radio and television, and arranging ads in newspapers and on the internet.
- Helped prepare the 2001 Annual Report, promotional brochure for 2000, and company website.
- Assisted in creating an advertising plan for customizing all Western Union locations in Albania.
- Gathered and analyzed monitoring surveys of the company’s advertising in the Albanian media and on the internet. Wrote reports to the media contractors when contracts were not correctly followed.
- Translated Western Union standard presentations, tests and promotional advertisements.

**SALOMON SMITH BARNEY**, Boston, Massachusetts *Financial Intern* **Sep.-Dec. 2000**

- Estimated clients’ future savings based on present savings. Designed Power Point presentations for clients.
- Conducted research on stocks, trading history, and recent news of various competitor financial companies.
- Updated clients’ personal information in the company’s database. Arranged weekly mailings to clients.

## **SKILLS**

**Language:** Fluent in English, Italian and Albanian. Beginning fluency in Spanish and Macedonian.

**Computer:** Competent in the use of Apple MacIntosh and IBM PCs, WordPerfect, Microsoft Word, Microsoft Excel, Power Point, Banner, Basic DOS, Internet and E-mail, Insurance Financial Software.

**Publications:** The Impact of AIDS-Related News on Exchange Rates in South Africa **Boston, MA April 2005**  
The reasons behind dollar depreciations **Revista Monitor 2005**