

## **CURRICULUM VITAE**

### **Mr Ndrek Gjini MA**

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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:**

#### **June 2020 to present – Managing Editor of The Galway Review - [thegalwayreview.com](http://thegalwayreview.com)**

I manage daily communications for the above-mentioned website, maintain, redesigned and update its suite.

- Post weekly new articles to websites, and social media channels like Facebook, Twitter, and Instagram.
- Create maintain and update Google Maps, Google My Business and Google Ad Words for the above-mentioned website.
- Test the website, upload on server and optimise it with search engines such as Google and Bing.

#### **2010 to present - Freelance Communications Support & Webmaster**

I support over 40 business and community organisations with their online and conventional media communications and advertising. This covers regular updates on all websites and social media channels, re-design and modernisation of websites, monitoring of feedback and effectiveness of the communications and advertising.

- Sample of organisations, websites and blogs:
  - Footfall - [Footfall.ie](http://Footfall.ie)
  - The Galway Review - [thegalwayreview.com](http://thegalwayreview.com)
  - Venice Restaurant Galway - [venicerestorante.com](http://venicerestorante.com)
  - Mal Berisha – [malberisha.com](http://malberisha.com) (Former Albanian Ambassador to Ireland and the UK)
  - My Great Walk Across Ireland - [mywalkacrossireland.wordpress.com](http://mywalkacrossireland.wordpress.com)

#### **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](http://Footfall.ie), [Footfallshop.ie](http://Footfallshop.ie), [LogoMats.ie](http://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 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, Department of Culture, City Hall, 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.

**2009 to Present: Freelance Interpreter**

- 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.

**1991 to 2001 – Journalist - *Rilindja Demokratike***

I specialised in reporting on the political and cultural affairs of Albania. I worked for the national newspaper "Rilindja Demokratike" (Democratic Rebirth) which had the highest circulation in the country.

**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 "Luigi Gurakuqi", Shkoder, Albania.* (NQAI Level 8).

## **INTERESTS & ACHIEVEMENTS:**

- Author of published books in Albanian and English. *The Death of Night*, published in 2011 by *EMAL*, and *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: [uinseannholmes@gmail.com](mailto:uinseannholmes@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](mailto:bernard.kirk@thecamdentrust.org)