

Curriculum Vitae



PERSONAL DATA

Family name: **KOSTA** First Name: **Arqile**

Address: "Odise Grillo" str. 232/7. **Tirana, ALBANIA**

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2. EMPLOYMENT RECORD

Employer's Company Name:	Period of service and length:	Position with the Enterprise:
Freelance	2004 - Present	Web Developer, ToT, Publisher
State Police Academy	1992 – 2004 (12 years)	Head of Social Science Section, Lecturer of Sociology, Community Policing & Police Ethics
Police School	1986 – 1991 (6 years)	Head of Social Science Section, Lecturer
Training Police Centre	1983 – 1986 (3 years)	Trainer of Social Science
Local Police Department	1977 – 1983 (6 years)	Social worker for Police Youth

3. EDUCATION

Institution, city and country:	Length of education, Date:	Degree/Diploma obtained:
Training Course: "Organizational Communication" Tirana	05/2003	Danish Police Certificate
Training course "Strategic Personnel Management"	06/2002	ECPA-A Certificate
Training course: "Strategic Personnel Management" Tirana	06/2002	ECPA-A Certificate
Training course: "Train of trainers" Tirana	07-08/2001	ICITAP Certificate
Training Course: "Common Evaluation Tools" Copenhagen - Denmark. Cape Town -South Africa	11/2000, 06/2001, 11/2001	Danish Institute for Human Rights Certificate
Training Course: "Preparation of Manual on Police and Human Rights"	11/1998, 11/1999	Danish Institute for Human Rights Certificate
Police Academy (Tirana)	10/1995 – 06/1999	Diploma on Policing
Training Course: "Training of trainers"	05/1993	French Ministry of Interior Certificate
University of Tirana. Faculty of Politics & Justice Sciences	09/1971 – 07/1976	Diploma on Political & Social Sciences

4. LANGUAGE SKILLS

Language:	Formal Education	Speaking skills:	Reading skills:	Writing skills:
Albanian	mother tongue	perfect	perfect	perfect
English	university	average	average	average
Italian	training course	average	average	average

5. RELEVANT SPECIAL EXPERIENCE

Name of assignment	Workshop with Saranda Teachers
Period of service and length	03/2009 (2 days)
Location	Saranda, Albania
Client	"LIDIA" Foundation
Main project features	Cyber-Crime and Young high school
Position held	Facilitator
Activities performed	Lecture, workgroup, group discussion, evaluation tools

Name of assignment	Workshop with Saranda Teachers
Period of service and length	12/2006 (2 days)
Location	Saranda, Albania
Client	"LIDIA" Foundation
Main project features	Young misconduct and offence prevention
Position held	Facilitator
Activities performed	Lecture, workgroup, group discussion, evaluation tools

Name of assignment	Domestic Violence Project
Period of service and length	11/2006 (4x1 day seminar)
Location	Tirana, Albania
Client	Human Rights Center of Albania, Tirana Police Departments
Main project features	Domestic Violence (women focus)
Position held	Seminar Facilitator
Activities performed	Lecture, case workgroup, group discussion, evaluation tools

Name of assignment	ICITAP Project on "Politics and Procedures"
Period of service and length	05/2003 – 01/2005
Location	Tirana, Albania
Client	Ministry of Interior, ICITAP
Main project features	Draft preparation: "Politics and Procedures of State Police"
Position held	Team member
Activities performed	Draft Preparation of Mission, Ethics and Discipline. Training Manual

Name of assignment	"Police and Citizenship". Balkan Human Right Network
Period of service and length	05/2004 – 12/2004
Location	Tirana, Albania
Client	ACHR, FRESTA, CE
Main project features	Manual Preparation
Position held	Co-writer, team coordinator
Activities performed	Co-writer, redaction, coordination

Name of assignment	Training course with top-level management of state police
Period of service and length	12/2002 (5 days)
Location	State Police Academy, Tirana
Client	State Police, ECPA-A (Police European Mission in Albania)
Main project features	Community Policing (teaching module)
Position held	Lecturer, Facilitator
Activities performed	Lecture, case workgroup, group discussion, evaluation tools

Name of assignment	Roundtable (Albanian Helsinki Committee)
Period of service and length	10/2002
Location	Tirana
Client	State Police, Albanian Helsinki Committee
Main project features	State Police Code of Ethics
Position held	Draft-writer, Presenter
Activities performed	Moderator

Name of assignment	Project "Human Rights and Police"
Period of service and length	05/2001 – 09/2001
Location	Tirana, Albania
Client	ACHR, Albanian State Police
Main project features	Preparation of "ABC of Policing" (Police officer pocket book)
Position held	Co-writer, team coordinator
Activities performed	Co-writer, redaction, coordination

Name of assignment	DIHR Project network "Policing and Human Rights"
Period of service and length	1998 - 2002
Location	Tirana, Copenhagen, Cape Town
Client	ACHR, Albanian State Police
Main project features	Manual, Training of Trainers, Seminar Evaluation Tools
Position held	Co-writer, trainer, facilitator, human right expert
Activities performed	Manual preparation, implementation, seminar facilitator

Name of assignment	Workgroup: "Disciplinary Regulation" for State Police
Period of service and length	12/ 1999 – 06/2001
Location	Essex & Metropolitan Police (UK). Tirana, Albania
Client	Ministry of Public Order, MAPE
Main project features	Draft Preparation of "Disciplinary Regulation for State Police"
Position held	Co-writer
Activities performed	Co-writer, presenter at government meeting

6. OTHER INFORMATION OF RELEVANCE TO THE ASSIGNMENT

Publications:

- "Prevention and fight against drug abuse at schools", project proposal, 2008
- "Police Ethics", monograph, 2004
- "Police and Citizenship", ACHR, FRESTA & EC publication, 2004
- "Police and Schools: together for the Future", manual (IDN & CIDA), 2002
- "Improving Learning Skills". Student's guide. 2002
- "Discipline Regulation of State Police" 2001, (government edict)
- "Reinforcement of Criterion and Procedures for Selection of Police Personnel". Bulletin of Police Academy: "Police, Public Order and Crime", April 2001
- "ABC of policing", (Police Officer Pocket Book) ACHR publication, 2001
- "Common Evaluation Tools", ACHR & DIHR, 2001
- "Human Rights and Police", ACHR & DIHR, Manual, 2001

Web Development:

www.cp-project.al, www.abcci.com, www.medpak.org, www.albklima.com, www.idea-clima.com, www.rogat-security.com, www.ndreusecurity.com, www.esualbania.org, www.frederikndoci.com, www.at-centre.com, www.eurogjici-security.com, www.kevinconstruksion.net, www.arqilekosta.com

Skills:

- to work under direction and also to use own initiative;
- to communicate effectively at a number of different levels and methods;
- to work under pressure and to maintain deadlines;
- to work with discretion and to guarantee absolute confidentiality;
- to communicate solutions to problems, and provide advice on day-to-day questions;
- Flexibility and discretion of judgment;
- Excellent quality at PC Computer: Windows 8.1, UBUNTU, Ms Office 2013, CorelDraw X7 & WordPerfect X7, Adobe Master Suite CS6, CMS: Joomla, WordPress, Drupal, PrestaShop;
- Knowledge and skills on PC hardware & software;
- Teaching and training skills;
- Driving skills;