



Europass Curriculum Vitae



Personal information

First name / Surname Hava Rexhep
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Nationality Albanian

Date and place of birth 23.06.1966

Gender Female

Work experience

Dates 01.01.2020- present Assistant Professor at "Mother Teresa" University, Skopje

Occupation or position held Assistant Professor

Main activities and responsibilities Teaching courses:
1. Social work community
2. Skills and techniques in social work
3. Penal and post-penal social work
4. Child protection
5. Social work in education
6. Comparative social policy
7. Educational policies
8. Children and Youth Social work

Name and address of employer "Mother Teresa" University, Mirche Acev no.4, Skopje, Republic of North Macedonia

Type of business or sector	Education, Faculty of Social sciences
Dates	2014-2015
Occupation or position held	Lecturer at International University of Struga
Main activities and responsibilities	Lecturer Teaching course: 1. Administrative law 2. Sociology
Name and address of employer	Ezerski Lojza no.1, Struga, Republic of North Macedonia
Type of business or sector	Education, Faculty of Political sciences
Dates	2003-2019, coordinator and co-operator at Ministry of Labour and Social policy, Department of Ohrid
Occupation or position held	Coordinator and co-operator at the Ministry of Labour and Social policy
Name and address of the employer	Co-operator at the department of Military Veterans and Military invalids
Type of business or sector	Dimitar Vlahov no.57, Ohrid, republic of North Macedonia Ministry of Labour and Social policy
Dates	2001, Administrator at the Ministry of Internal Affairs
Occupation or position held	Administrator
Main activities and responsibilities	Preparing and issuing documents, working with clients
Name and address of the employer	Ministry of Internal Affairs, department of Ohrid, Boulevard Makedonski Prosvetiteli nn, Republic of North Macedonia
Type of business or sector	Ministry of Internal Affairs

Education and training

Dates	2011-2015
Title of qualification awarded	PhD in Social work and social policy
Principal subjects/occupational skills covered	"The conditions and challenges of modern living of the elderly in terms of social care in the Republic of Macedonia"
Name and type of organisation providing education and training	University of "St Cyril and Methodius", Skopje

Dates	2002-2010
Title of qualification awarded	Master of Social policy
Principal subjects/occupational skills covered	Labour law, psychology in social protection, Contemporary directions of social policy and protection, Contemporary concepts in social work,
Name and type of organization providing education and training	University of "St Cyril and Methodius", Faculty of philosophy, Institute of Social work and social policy, Skopje

Dates	1998/1999- May 2002
Title of qualification awarded	Graduated Social worker
Principal subjects/occupational skills covered	Social work with an individual, Mental hygiene, Psychology, Social law, Social policy
Name and type of organization providing education and training	University of "St, Cyril and Methodius", Faculty of Philosophy, Institute of Social work and social policy, Skopje

Personal skills and competences

Mother tongue Albanian

Other language(s)

Self-assessment

European level (*)

Language

Language

Macedonian

Turkish

English

Bosnian

Understanding		Speaking				Writing	
Listening	Reading	Spoken interaction		Spoken production			
C2	C2	C2		C2		C2	
C2	C2	C2		C2		C2	
C1	C1	C1		C1		C1	
B2	B2	B2		B2		B2	

Social skills and competences	Working as a coordinator in the institution, daily business functions included people of different nationalities and cultures, so I gained social skills and experiences such as: Attitude for problem solving Strong reference values for fairness, equality and dignity Ability to establish and maintain good relationships with people of different nationalities, cultures and cultural backgrounds Team spirit
Organisational skills and competences	My organizing skills are mainly expressed in fields such as: Able to work in a team Self-motivated Understands project management Demonstrates team building and management skills Understands the diversity of decision-making approaches Capable of presenting technical data Understands system analysis and design Knowledge of project design and planning
Technical skills and competences	Able to manage change Research and presentation of technical data Able to facilitate groups Understands creative processes
Computer skills and competences	Commands well with: Microsoft Office (Word, PowerPoint, Excel, Access) Microsoft Project Manager Adobe InDesign CS5 Basic knowledge of: SQL Server IBM SPSS Microsoft Visual Studio
Artistic skills and competences	My other hobby is painting. I use acrylic technique, oil canvas, pastel and pencil technique. I have taken part in many expositions.
Other skills and competences	
Driving licence	Yes

Additional information

1. Seminar on Developing leadership skills: Working with others to solve problems and strategize for change "Conflict Management Group and Westminster for Democracy", Struga
 2. International conference on Pension Reform and Future Challenges, Skopje, 2011
 3. Conference on „Gender equality in Labour Relations“, Skopje , 2011
 4. Conference, „Preparations and testing instruments for monitoring budget locations and spending at the local level through an approach based on respect for human rights“, Skopje, 2011
 5. Training in the association for assistance and support for children and families at risk for happy childhood-„ Primary Prevention of drug use in adolescents“- Students assistance program in Macedonia, Ohrid, 2002
 6. Round table „Strengthening the capacities of the state inspectorate for fight against human trafficking and illegal migration“, Skopje, 2007
 7. Round table, Republic center for Support of persons with intellectual disabilities- message, initiative for improvement on the policy for people with intellectual disability at national level“- Ohrid, 2005
 8. The Thirteenth Trade union school-2004: Technological redundancy as a legal basis for termination of employment, Protection of the rights of civil servants. Trade union reforms and CCM, Mavrovo, 2004.
 9. School for Democracy, „Institute for solidarity, Democracy and Civil society“, Skopje, 2004
 10. Local council for prevention of Child Criminals, 2010-still, Ohrid
 11. Taken part in numerous collective exhibitions, organized by the NGO-Bisera, 2002-still
 12. 5th International conference on social sciences, EUSER, „Socio-Economic Conditions of the Modern Living of the Old People in Terms of Contemporary Social Care in Republic of Macedonia“, Prishtina, April 2015 (Impact factor)
 13. 5th International conference on social sciences, EUSER, „Treatment of Young People with Dental, Jaw and Face Deformation as a Challenge for Their Psycho-Social Rehabilitation“, Prishtina, April 2015 (Impact factor)
 14. 5th International conference on social sciences, EUSER, „The Influence of Holistic Scoring of Students' Assignments on their Motivation and Second Language Acquisition“, Prishtina, April 2015 (Impact factor)
 15. 6th International conference on social sciences, EUSER, „Social care of the modern living of the old people“, Turkey, September 2015 (Impact factor)
 16. 9th International conference on social sciences, EUSER, „Threatening conditions and challenges the modern living of the old people in Republic of Macedonia“ Dubrovnik, April 2016 (Impact factor)
 17. International scientific conference „Achievements and Perspectives of social work and social policy“, „Situations and challenges of Professionals from the perspective of contemporary social care for the Elderly“, November, 2014
 18. Certificate for completing the training course of communication as commendation of exemplary performance“, 2019, Skopje
 19. Licence for inspector- Inspector for Child protection, 2019
 20. Licence for inspector- Trades Inspector , 2019
 21. Licence for inspector- Inspector for social care, 2019
 22. Authorized court translator from Albanian into macedonian and vice versa for the area of the Basic Court- Ohrid, 2013
 23. 1st International conference towards sustainable development (TSD'2017), Sustainable development in Western Balkans: approaches, shortcomings and challenges“, Skopje, 2017
 24. International conference on The relationship between migration and life satisfaction among life people in RNM“Migration Mobility and Covid-19, Current And Future Implications”
- 20 November 2020 Venue “Mother Teresa” University Skopje RNM (On-Line)

Annexes

List any items attached. (Remove heading if not relevant, see instructions)