

CURRICULUM VITAE

PERSONAL INFORMATION

Name **Maksim Qoku**

E-mail **maks_qoku@yahoo.com**

Nationality **Albania**

Date of birth **16. November 1972**

WORK EXPERIENCE

- Dates(from-to) **OCTOBER 1995 – ONGOING**
- Name and address of employer University of Tirana. Law Faculty. Civil law Department
 - Type of business or sector Lecturer of Private International Law
 - Occupation or position held Lecturer
- Main activities and responsibilities Lectures and seminars. Exams in daily and correspondence systems

- Dates (from-to) **APRIL 1996 – ONGOING**
- Name and address of employer Tirana Chamber of Advocacy
 - Type of business or sector Attorney exercise
 - Occupation or position held Attorney
- Main activities and responsibilities

- Dates(from-to) **SEPTEMBER 1999 – SEPTEMBER 2001**
- Name and address of employer TLAS(Tirana Legal Aid Society) Law Project
 - Type of business or sector Activity of providing legal assistance in legal field
 - Occupation or position held Attorney and Legal Consueller
- Main activities and responsibilities Providing free legal assistance for determined groups of interest

- Dates(from-to) **OCTOBER 2001 – MARCH 2002**
- Name and address of employer City Attorney Office, near Tirana City Hall
 - Type of business or sector Non-governative freelance legal activity financed by the World Bank
 - Occupation or position held Attorney
- Main activities and responsibilities Drafting of Legal Opinions, Defendances and Reports, Legal Verbal Consulting to the Public

- Dates(from-to) **APRIL 2002 – JULY 2004**
- Name and address of employer Legal Clinic for Refugees
 - Type of business or sector Non-governative freelance legal activity financed by the UNHCR

- Occupation or position held Attorney
 - Main activities and responsibilities Drafting of Legal Opinions, Defendances and Reports, Legal Verbal Consulting to the Refugees
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- Dates(from-to) **OCTOBER – DECEMBER 2003**
 - Name and address of employer PHR+(Performing Health Reform Plus) USAID
 - Type of business or sector Drafting the Strategy for the Application of Health Care Reform
 - Occupation or position held Supervisor
 - Main activities and responsibilities Review of organizational and operational problems Primary Health Centers
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- Dates(from-to) **APRIL1996 – ONGOING**
 - Name and address of employer Attorney Office
 - Type of business or sector Legal Services
 - Occupation or position held Attorney
 - Main activities and responsibilities Preparation of Legal Opinions, Contracts and Legal Protection, Legal Representation at Court and Public Administration
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- Dates(from-to) **MARCH 2005 – ONGOING**
 - Name and address of employer Albanian Institution of International Private Law
 - Type of business or sector Scientific Non-profit activity in Legal field
 - Occupation or position held Executive Director
 - Main activities and responsibilities Responsible for the direction of the Institute's organizational activity
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- Dates(from-to) **MARCH 2011 – MARCH 2017**
 - Name and address of employer International Centre for Settlement of Investment Disputes
 - Type of business or sector Resolution of civil conflicts in the area of international trade
 - Occupation or position held Arbitrator appointed by the Albanian State
 - Main activities and responsibilities Responsible for the Arbitration of civil matters in dispute between the parties
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- Dates(from-to) **NOVEMBER 2012 – ONGOING**
 - Name and address of employer National Chamber of Mediation
 - Type of business or sector Civil and familiar conflict resolution, as well as in the field of commerce
 - Occupation or position held Selected Mediator from the Ministry of Justice
 - Main activities and responsibilities Responsible for mediating civil matters in dispute between the parties

EDUCATION

- Dates(from-to) **OCTOBER 1991 – JULY 1995**
 - Name and address of employer Law Faculty, University of Tirana
 - Principal subjects/occupational General knowledge about substantive and procedural law
 - Title of qualification awarded Lawyer
 - Professional title Lawyer
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- Dates(from-to) **APRIL1998 – ONGOING**
 - Name and address of employer WIPO, World Intellectual Property Organization
 - Principal subjects/occupational Procedures for the International Registration of Marks and Patents
 - Titulli Akademik International Expert
 - Professional title Expert

- Dates(from-to) **JANUARY 2001-2003**
- Name and address of employer Law faculty, University of Tirana
 - Programi Edukativ In depth studies for the "Master" degree, with theme "Industrial Ownership in the viewpoint of Private International Law"
- Titulli Profesional i perfituar, ne shkalle kombetare "Master Degree", in Civil Sciences

- Dates(from-to) **JANUARY 2006-2009**
- Name and address of employer Law faculty, University of Tirana
 - Programi Edukativ Arsimor
- Principal subjects/occupational In depth studies for "Ph.D." degree with theme "Industrial Ownership in the viewpoint of Private International Law"
 - Academic title "Ph.D."in Civil Sciences
 - Professional title "Ph.D."in Civil Sciences

- Dates(from-to) **MAY 2009-ONGOING**
- Name and address of employer Law faculty, University of Tirana
 - Programi Edukativ Arsimor
- Principal subjects/occupational In depth studies for "Associated Proffesor" in the field of private International Law
 - Academic title "Associated Proffesor" in Civil Sciences
 - Professional title Ongoing

SEMINARS AND CONFERENCES

- Dates(from-to) **21-25 NOVEMBER 2003 & 15-19 MAY 2004**
- Name and address of employer Center for Parliamentary Studies
- Principal subjects/occupational Democracy and NATO Integration Process
 - Type of activity Conference
 - Evaluation Participation Certificate

- Dates(from-to) **16 - 19 SEPTEMBER 2003**
- Name and address of employer City Attorney Office & "Peace through Justice" Association
- Principal subjects/occupational Elements of Administrative Act and Activities of Local Government
 - Type of activity Seminar
 - Evaluation Participation Certificate

- Dates(from-to) **5-10 MAY 2003 & 5-10 MAY 2004**
- Name and address of employer FEER & SOROS
- Principal subjects/occupational Fiscal Legislation and Business Activity in Albania
 - Type of activity Conference & Seminar
 - Evaluation Merit Certificate

- Dates(from-to) **22-27 APRIL 2005**
- Name and address of employer Trademark and Patent Office & European Patent Office
 - Programi Edukativ Arsimor
- Principal subjects/occupational National and International Procedures for Registration of Trademarks and Patents
 - Type of activity Conference
 - Evaluation Participation Certificate

PERSONAL SKILLS AND COMPETENCIES

FOREIGN LANGUAGES

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| • Reading skills | ENGLISH | VERY GOOD |
| • Writing skills | | VERY GOOD |
| • Verbal skills | | VERY GOOD |

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| • Reading skills | ITALIAN | VERY GOOD |
| • Writing skills | | VERY GOOD |
| • Verbal skills | | VERY GOOD |

TECHNOICAL COMPETENCIES

KNOWLEDGE AND PRACTICE OF BASE COMPUTER PROGRAMS (WINDOWS, MICROSOFT WORD, MICROSOFT EXEL, MICROSOFT POWERPOINT, INTERNET EXPLORER)