



Health City
HEALTH·IS·WEALTH·Ad°Maio^{re}m°Dei°Gloria¶

Lindita Nerguti

Senior integrative counsellor and psychotherapist

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PERSONAL PROFILE

A well-organised and hardworking person with a vast experience in immigration law and welfare benefits. Skilled in communication effectively with people of different backgrounds; experienced in interviewing them tactfully and diplomatically. A good team member, self motivated with the ability to motivate others. Highly experienced in working under pressure and displaying creativity, ability to take decisions in different situations and circumstances. A very reliable person.

EXPERIENCE:

- ❖ I have developed professional interviewing skills with people of different backgrounds and complex problems displaying excellent listening, observing and analysing skills in reaching fair conclusions.
- ❖ Performed complex duties and skilled in working under pressure in difficult circumstances.
- ❖ Established professional links with a variety of organisations and institutions evaluating different sources of the data used in my profession.
- ❖ Gained secretarial skills in writing reports, completing files and keeping data for the work with clients. Enhanced reception skills both through phone and in person, good command of typing work.
- ❖ I have displayed commitment to my job, creative thinking while working with clients especially with refugees, asylum seekers and unaccompanied children.
- ❖ Working with refugees, asylum seekers and unaccompanied children in counselling, advising, interpreting or translation contexts has given me the profound knowledge of their situation and their issues or problems.
- ❖ Skilled in listening and advising people who are in hopeless, stressed situations, helping them to overcome these situations, stressing the positive aspects to clients.

MANAGEMENT:

- ❖ Skilled in planning of the work and the load undertaken, which requires prioritising key issues.
- ❖ Gained time-management skills to allocate the needed time and to evaluate the importance of each stage of the work with the clients.
- ❖ I am well aware of the boundaries and the responsibility required in working with people displayed while working in counselling and advice practice.
- ❖ I have achieved high skills in working independently with high confidence.
- ❖ Self motivated with the ability to motivate others creating a good team spirit and achieving the highest results in my work within community context.
- ❖ I have worked under pressure gaining the ability to cope in complex situations and evaluate

priorities.

EMPLOYMENT HISTORY:

Jan2014- Continuous	<i>CLERICAL OFFICER (PART- TIME)</i> Moorfields Eye Hospital, London
Nov 2007-Continues	<i>OUTREACH ADVICE WORKER (PART -TIME)</i> South Bromley Forum, London
Feb 2008-July 2008	<i>COMMUNITY WORKER</i> Lansbury Lodge Women Project
Jan 2002-May 2008	<i>COUNSELLOR &PSYCHOTHERAPIST</i> Community Health Project (Changed to "Community Health Centre")
Feb 2000-Jul 2002	<i>ASYLUM SUPPORT ADVISER INTERPRETER/ADMIN-WORK</i> Refugee Advice Centre, Leyton.
2000-2003	<i>WELFARE BENEFITADVISER/ INTERPRETER/ADMIN-WORK</i> 'Shqiponja', Albanian Community Organization
Oct 2001- Oct 2002	<i>INTERPRETER AND TRANSLATOR</i> Forest Care Services Ltd (unaccompanied children)
1989-1998	<i>PUBLIC PROSECUTOR</i> Kukes District, Albania

EDUCATION HISTORY:

2002-2004	<i>POSTGRADUATED DIPLOMA IN COUNSELLING &PSYCHOTHERAPY</i> University of East London
2002	<i>CERTIFICATE IN ADVICE AND GUIDANCE (NVQ 3)</i> City Islington College
2002	<i>CERTIFICATE OF LEVEL 2 ASYLUM (ATTENDANCE)</i> University of London
1985-1989	<i>DIPLOMA IN LAW AND JUSTICE</i> Tirana University, Albania.

REFERENCES

Available on request