**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Khatia Kakauridze |
| Date of Birth | 23.04.1998 |
| Personal Number | 60001139900 |
| Address | Bukia Street 1, 4600 , Kutaisi Georgia  |
| Phone Number | 598000247 |
| E-mail Address | Kakauridze.khatia@unik.edu.ge |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 2016-2020 | Kutaisi University  | Business Administration | Bachelor |
|  |  |  |  |
|  |  |  |  |

 **Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| **2020** | Kutaisi University  | Examination Center Intern |
| 2021 | Kutaisi University  | Assistant Rector |

 **Knowledge of Foreign Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foreign Language | Starting level | Average level | Good | Very good | Mark if you have the relevant certificate |
| English Language |  | V |  |  |  |
| Russian Language | V |  |  |  |  |
| Specify another |  |  |  |  |  |

**Computer Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Starting level | Average level | Good | Very good |
| Microsoft Office Word |  |  | V |  |
| Microsoft Office Excel |  |  | V |  |
| Microsoft Office PowerPoint |  |  | V |  |
| Zoom |  |  |  | V |
| google drive | V |  |  |  |
| If other, please indicate |  |  |  |  |

**Participate in training courses, seminars, trainings**

|  |  |  |  |
| --- | --- | --- | --- |
| № | Date | Name of training course, seminar  | Your status (facilitator, participant, organizer) |
| 1 |  | Training on the topic - How to write a CV and cover letter | participant |
| 2 |  | Online training: “Effective communication, presentation technicues ” | participant |
| 3 |  | Online training: "5 steps to successful employment" | participant |
| 4 |  |  |  |
| 5 |  |  |  |

**Additional Information**

You can specify additional information