



Rusudan Tchelidze

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Skills

- Write papers and essays
- Make presentations, public speech
- Research experience
- Conduct interviews
- Analytical thinking
- Administration competences, planning, organization, follow up
- Good communication skills
- Work in international environment
- Adapt to a new environment and people

Languages

English : fluent

Russian: intermediate

Georgian : native

Microsoft Office

Excel, PowerPoint, Word

Certifications and Trainings

- Youth exchange program, "Cycle-Up," Bakuriani, Georgia, April 2014
- Mainstreaming gender in youth work, "De-constructing Normality," Coma-Ruga, Spain, March 2014
- Youth exchange program, "Eco Culture," Thessalonik, Greece, February 2014"
- An arrival training - Preparation for the EVS Program, Warsaw, Poland, November 2012
- Mid-term training – Mid-term evaluation of the program objectives Torun, Poland, March 2013

References

Kenneth D. Walsh, Ph.D. Dean
SDSU-Georgia
San Diego State University
+995-558-174-414 (MOBILE)
kwalsh@mail.sdsu.edu

Professional Experience

11/2016 - 04/2017

Georgia, Tbilisi

San Diego State University Georgia (administrative office)

Assistant to the Dean :

- Plan and organize the clerical work
- Provide administrative support to the different functions at the office
- Manage calendar of the Dean, coordinate and schedule appointments
- Prepare agendas and materials for the meetings
- Provide information and assistance to students, faculty, staff and general public
- Manage and maintain databases for large mailings
- Manage incoming calls and refer the callers appropriately
- Receive scheduled visitors and manage agenda for unscheduled visitors
- Assist with special event preparation

07/2005 – Present

Georgia, (Travels)

National Examinations Center of the Ministry of Education and Science of Georgia, (occasional employment)

Examination Observer :

- Observed and controlled the process of examinations

10/2012 - 10/2013

Poland, Wroclaw

Association "Ostoja"

Paid Volunteer, Assistant to the Therapist :

- Participate to the art activities for disabled people
- Assist the psychologists and therapists in their daily therapy work

01/2011 - 08/2011

Georgia, Tbilisi

Philosophy Institute

Research Assistant :

- Participate to the discussions in the scientific field
- Work on publishing theses, essays and various works of Georgian scientists

11/ 2007 – 08/2010

LEPL Foundation for Georgian Studies, Humanities and Sciences (Rustaveli Foundation) at the Ministry of Education and Science of Georgia

Assistant to the Director :

- Attend meetings and take minutes
- Coordinate the internal and external correspondence
- Work on creation and update databases
- Assist the Director in organizational and logistic issue

EDUCATION

2005 - 2007

Georgia, Tbilisi

Master's Degree in **Gender Studies**

Center for Social Sciences at the Ivane Javakhishvili State University of Tbilisi

2001 - 2005

Georgia, Tbilisi

Bachelor's Degree in **Sociology**

Ivane Javakhishvili State University of Tbilisi