



CV

## Personal Information

|                  |                          |
|------------------|--------------------------|
| Name, Surname    | Lela Pavliashvili        |
| Date Of Birth    | 29.10.1971               |
| Address          | Tbilisi, Gali str. 23    |
| Telephone number | +995 577 457797          |
| Mail             | lpavliashvili@esu.edu.ge |

## Education

| Years     | Name Of School                               | Specialty  | Qualification  |
|-----------|--|--|--|
| 1988-1989 | Vocational technical school № 171            | The secretary stenographer                           | II qualification of secretary stenographer                   |
| 1990-1996 | Tbilisi Ivane Javakhishvili State University | The faculty of philologist                           | Philologist, the teacher of Georgian language and literature |
| 1993-1996 | Tbilisi Ivane Javakhishvili State University | The faculty of arts and Humanities, Italian Language | Italian language specialist                                  |

## Work experience

| Years     | Organization                                 | Position                               |
|-----------|--|--|
| 1989-1990 | “Ecologia” Firm                              | Typist-operator                        |
| 1990-1994 | “Sioni” LTD                                  | Head of chancellery at the firm        |
| 1994-2004 | Tbilisi Ivane Javakhishvili State University | Secretary of Faculty of Philology      |
| 1998-1999 | Newspaper „akhali kartuli gazeti“            | Operator                               |
| 2000-2002 | Tax Revenue Ministry of Georgia              | Specialist of Public relation division |
| 2002-2003 | Ministry of Internal Affairs of Georgia      | Inspector                              |
| 2004-2007 | MIA Academy                                  | Head of PR group                       |



## CV

|                 |   |  |
|-----------------|---|--|
| 2006-2009       | OSCE, UNDP and Civil Registration Identity Documentation reform | Digitalization operator  |
| 2009-2010       | News Agency IPN   | Operator, Website administrator  |
| 2010-2015       | LTD Sul Khan-Saba Orbeliani University                          | Manager of learning process  |
| 2015-at present | LTD European University   | Manager of learning process;<br>Student database manager in the field of learning process management |

### Knowledge of a foreign language

| Foreign Language | Beginning Level | Medium Level | Good Level | Very Good Level | Select if you have the appropriate certificate |
|------------------|-----------------|--------------|------------|-----------------|--|
| ინგლისური ენა    |                 | V            |            |                 |  |
| იტალიური ენა     |                 | V            |            |                 | დიპლომი  |
| რუსული ენა       |                 |              | V          |                 |  |

### Knowledge of office programs

|                             | Beginning Level | Medium Level | Good Level | Very Good Level |
|-----------------------------|-----------------|--------------|------------|-----------------|
| Microsoft Office Word       |                 |              | v          |                 |
| Microsoft Office Excel      |                 |              | v          |                 |
| Microsoft Office PowerPoint |                 |              | v          |                 |
| Zoom                        |                 |              | v          |                 |
| google drive                |                 |              | v          |                 |
| Other                       |                 |              |            |                 |

### Participation in advanced training courses, seminars, trainings

| № | Year | Name of the training  | Your status (facilitator, participant, organizer) |
|---|------|---|---|
| 1 | 2004 | MIA Academy, Train the trainers   | participant (have certificate)                    |
| 2 | 2004 | MIA Academy, The Training on the development of the curricula for teaching human rights and police ethics                     | participant (have certificate)                    |
| 3 | 2005 | MIA Academy and OSGF, Police and Media", "Traffic Violations", "Third part Conflict Intervention", "Stress and Trauma Prevent | participant (have certificate)                    |



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|   |      |  |                                |
|---|------|--|--------------------------------|
| 4 | 2011 | Friedrich Ebert Foundation, Georgian Employers Association; Social Dialog and Public Relation in Georgia | participant (have certificate) |
| 5 | 2019 | LTD European University Rules of conduct in emergency situations, training in emergency management       | participant (have certificate) |
| 6 | 2020 | Macquarie University, Sydney, Australia, Business Excel, Essential Course                                | participant (have certificate) |
| 7 | 2020 | Macquarie University, Sydney, Australia, Business Excel, Intermediate 1 Course                           | participant (have certificate) |

### Publication

| No | Year | Name Of Publication |  |
|----|------|---------------------|--|
|    |      |                     |  |
|    |      |                     |  |
|    |      |                     |  |

### Scientific Activities

| No | Year | Name Of Scientific Activities |  |
|----|------|-------------------------------|--|
|    |      |                               |  |
|    |      |                               |  |

### Additional information

Optionally you can specify additional