**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Ketevan Chkhaidze |
| Date of Birth | 10.08.1991 |
| Personal Number | 60001133368 |
| Address | Kutaisi |
| Phone Number | 598218321 |
| E-mail Address | ketevan.chkhaidze@unik.edu.ge |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 2010-2014 | Akaki Tsereteli State University | Philologist | Bachelor, academic degree. |
| 2016-2018 | Akaki Tsereteli State University | Librarian | Fourth level professional qualification |
|  |  |  |  |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| **2015-2019** | LTD. Kutaisi Medical School | Librarian |
| 2019-2020 | LTD. Kutaisi University | Head of the Library |

**Knowledge of Foreign Languages**

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

**Computer Skills**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| № | Date | Name of training course, seminar | Your status (facilitator, participant, organizer) |
| 1 | 2020 | Setting up remote access to Elsevier resource(for Administrators and Users) | Participant |
| 2 | 2020 | Using Scopus and Science Direct in Research | Participant |
| 3 | 2020 | Who is citing research of my institution? Where do citations come from? | Participant |
| 4 | 2016 | Learning Basics of Working with Computer.Basic Computer Skills. ( Akaki Tsereteli State University. Continuous Education Center) | Participant |
| 5 |  |  |  |

**Additional Information**

You can specify additional information