**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Ia Kvaratskhelia |
| Date of Birth | 18/09/1989 |
| Personal Number | 62005027476 |
| Address | Kutaisi/ Kvitiri |
| Phone Number | +995 557 61 10 28; (0431) 21 40 56 |
| E-mail Address | [Iakvaratskhelia7@gmail.com](mailto:Iakvaratskhelia7@gmail.com); [ia.kvaratskhelia@unik.edu.ge](mailto:ia.kvaratskhelia@unik.edu.ge) |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 2016- 2018 | Akaki Tsereteli State University | Professional program librarian of the Faculty Pedagogical | Fourth level professional qualification |
| 2007 - 2011 | Caucasian Humanitarian University | Faculty of Law | Bachelor |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| 2020- | LTD Kutaisi University | Librarian |
| 2019-2020 | LTD Kutaisi University | Library Specialist |
| 2018 - 2019 | Credo Bank | Sales officer |
| 2013 - 2015 | Cultural-Humanitarian fund “Sukhumi” | lawyer |

**Knowledge of Foreign Languages**

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

**Computer Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Starting level | Average level | Good | Very good |
| Microsoft Office Word |  |  |  |  |
| Microsoft Office Excel |  |  |  |  |
| Microsoft Office PowerPoint |  |  |  |  |
| Zoom |  |  |  |  |
| google drive |  |  |  |  |
| Internet Explorer |  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| № | Date | Name of training course, seminar | Your status (facilitator, participant, organizer) |
| 1 | April 27, 2020 | **Setting up remote access to Elsevier resources( for Administrators and Users)** | Participant |
| 2 | April 29, 2020 | **Using Scopus and Science Direct in Research** | Participant |
| 3 | Jul 5-7, 2013 | First Training Course for Women Leadership School - **“Leadership, Communication, Gender Equality, Women, Peace and Security”** | Participant |
| 4 | Octobers 11-13, 2013 | Second Training of Women Leadership School- **“Women’s Civil and Political Participation, Effective Communication and Media Relations, UN Security Council Resolution 1325”** | Participant |
| 5 | 2012 | Computer center “Mze-2006” – office programs Course |  |