**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Teona Kavtaradze |
| Date of Birth | 01.09.1987. |
| Personal Number | 60001054918 |
| Address | Aghmashenebeli 14/37 |
| Phone Number | 599 29 35 02 |
| E-mail Address | teona.kavtaradze@unik.edu.ge |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 2004\_2008 | Kutaisi, Akaki Tsereteli State University | Faculty of Humanities | Bachelor Degree |
|  |  |  |  |
|  |  |  |  |

 **Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| 05.2009\_ 10.2009 | Nongovernmental organization-PRI | Teacher |
| 11.2009.\_03.2010 | Georgian Lottery Company and People's Bank | Sales Manager |
| 10.2015.\_11.2016 | Center for Development and Social Rehabilitation"Tairis" | Manager (Administrator) |
| 03.2019 \_ 2021 | University of Kutaisi | Librarian |

 **Knowledge of Foreign Languages**

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

**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 | 2016 | Gesture language learnin course | participant |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Additional Information**

You can specify additional information