**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Mariam MTCHEDLIDZE |
| Date of Birth | 23.08.1991 |
| Personal Number | 60001133137 |
| Address | 23, T.TCHUMBURIDZE St., Kutaisi, Georgia. |
| Phone Number | +995 555 35 73 73 |
| E-mail Address | Mariam.mtchedlidze@unik.edu.ge |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 2014-2016 | Akaki Tsereteli state University | French Philology  Minor: English Philology | Bachelor degree |
| 2013-2014 | Poitiers University, France | Linguistics | Bachelor degree |
| 2010-2013 | Shota Rustaveli state University, Batumi | French Philology  Minor: English Philology | Bachelor degree |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| 2014-2017 | L.T.D Microfinance Organization “Bonaco” | Universal Operator |
| 2017-2019 | L.T.D Microfinance Organization “ Smart Finance” | Universal Operator |
| 2019-2020 | L.T.D. “Kutaisi University” | Foreign Students Integration Coordinator |
| 2020- Until now | L.T.D. “Kutaisi University” | Examination Center Specialist |

**Knowledge of Foreign Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foreign Language | Starting level | Average level | Good | Very good | Mark if you have the relevant certificate |
| English Language |  |  |  | **√** |  |
| Russian Language |  |  | **√** |  |  |
| Italian language |  |  | **√** |  |  |
| French language |  |  |  |  | **√** |
| Specify another |  |  |  |  |  |

**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 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |