**Personal Information**

|  |  |
| --- | --- |
|  **Name and Surname** | Ana Tkeshelashvili |
|  **Date of birth** | 05.04.1983 |
|  **ID number** | 60001021969 |
|  **Address** |  N 9/12 Z. Gamsakhurdia ave, Kutaisi, georgia |
|  **Phone Number** | 557 50 07 07  |
|  **E-mail Address** | Ana.tkeshelashvili@unik.edu.ge |

 **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** |  ***Name of the Institution*** |  ***Specialty*** | **Qualification** |
| 2000-2004 | Akaki Tsereteli State University, Kutaisi  | German language and literature | Bachelor of Arts |
| 2004-2006 | Akaki Tsereteli State University, Kutaisi  | Humanities | Master of Arts |
| 2014-2015 | *Multidisciplinary educational centre “ Goni”* | *Office manager* | *Office manager, third level of professional qualification* |
| 2016-2018 | *Culture art institution and tourism departament* | *Culture art institution and tourism manager* | *Tourism manager* |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Years** |  ***Organization*** |   ***Position*** |
| From 21.07.2020 till now | LTD Kutaisi University | Head of Student and Alumni’s Service Center |
| From 31.01.18 up to 21.07.2020 | LTD Kutaisi University | Student Career Development and Graduate Bases Coordinator  |
| From 09.01.2017 till now | Akaki Tsereteli State University | The specialist of student support and development service center |
| From 30.07.2015 up to 31.12.2016 | Kutaisi state historical museum | Guide |
| From 01.09.2015 up to 31.08.2016 | LTD Kutaisi University | The head of Graduate Center |
| From 20.11.2013 up to 31.12. 2014 | Kutaisi city hall “Territorial body of Mukhnari” | Leading specialist |
| From 2010 up to 2015 | National Center forExaminations and Educational Evaluation | Curator |
| From 2009 up to 2017 | LTD Kutaisi University | Specialist of Career Support Service |
| From 2006 till now | LTD Kutaisi University | Contract Teacher of German Language |

**Knowledge of Foreign Languages**

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

 **Computer Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Starting level** | **Average level** | **Good** | **Very good** |
| Microsoft Office Word |  |  |  |  |
| Microsoft Office Excel |  |  |  |  |
| Microsoft Office PowerPoint |  |  |  |  |
| Zoom |  |  |  |  |
| google drive |  |  |  |  |
| მიუთითეთ სხვა |  |  |  |  |

**Participate in Qualification Raising Courses, seminars, trainings**

|  |  |  |  |
| --- | --- | --- | --- |
| № | **Date** |  ***Name of the training course, seminar***  | **Your status (falitator, participant, organizer** |
| 1 | 06.04.2019-07.04.2019 | Learning Active Methods | participant |
| 2 | 2017year 13-21 November  | How to write CV, how to make successful job interview, how to write job application | participant |
| 3 | 2017year | „ Enterprise data processing, analysis and presentation” | participant |
| 4 | 2015year. 22-24July | *Humanitarian resource management* | participant |
| 5 | 25.06.2015 | Management of innovations and recent technological tendencies  | participant |

 **Additional Information**

 Sociable, organized, punctual, result- oriented person.