**Personal Information**

|  |  |
| --- | --- |
| Name and Surname | Ana Matskepladze |
| Date of Birth | 29.07.1970 |
| Personal Number | 60001119559 |
| Address | Georgia, Kutaisi, Tamar Mepe Str.#17 |
| Phone Number | +995571543834 |
| E-mail Address | Ana.matskepladze@unik.edu.ge |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name of the Institution | Specialty | Qualification |
| 1994-1999 | Kutaisi University Law and Economics | Faculty of Economics/Finances and Credits | Economist  |

 **Work Experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| **2019 (07)- Present** | LLC Kutaisi University | Head of Chancellery  |
| 2017-2019 | LLC Kutaisi University | Case Manager  |
| 2006-2017 | Kutaisi University Law and Economics | Head of Chancellery |
| 1991-2006 | Kutaisi University Law and Economics | Secretary and Typewriter  |
| 1989–1991 | Kutaisi Pedagogical Institute | Secretary and Typewriter  |

 **Knowledge of Foreign Languages**

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

**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 |  |  |  |

**Additional Information**

You can specify additional information