**Personal Infromation**

|  |  |
| --- | --- |
| Name, Surname | Jenia Endeladze |
| Date Of Birth | 01.07.1961 |
| Personal Number | 60001048153 |
| Address | Kutaisi, Tbilisi street N1 |
| Telephone number | 551544033 |
| Mail | Zhenia.endeladze@unik.edu.ge |

 **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Years | Name Of School | Specialty | Qualification |
| **1978-1982** | Kutaisi State Pedagogical Institute | Mathematics | Math teacher |
| 2002-2005 | LTD “University Of Kutaisi” | Finance and Banking | Economist |
|  |  |  |  |

 **Work experience**

|  |  |  |
| --- | --- | --- |
| Years | Organization | Position |
| **2017-**  | LTD “University Of Kutaisi” | Archivist |
| 2002-2017 | LTD “University Of Kutaisi | Head of Human Resources Service |
| 1993-2002 | LTD University Of Kutaisi | Cashier |
| 1992-2012 | Akaki Tsereteli State University | Scientific sector specialist |
| 1991-1993 | Kutaisi Institute of Law and Economics | Secretary of the Faculty |
| 1982-1991 | Secondary general education institutions | Math and drawing teacher |

**Knowledge of a foreign language**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Foreign Language | Beginning Level | Medium Level | Good Level | Very Good Level | Select if you have the appropriate certificate |
| Russian |  |  | **+** |  |  |
| English | **+** |  |  |  |  |
| Germany | **+** |  |  |  |  |

**Knowledge of office programs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Beginning Level | Medium Level | Good Level | Very Good Level |
| Microsoft Office Word | + |  | + |  |
| Microsoft Office Excel |  |  | + |  |
| Microsoft Office PowerPoint |  |  | + |  |
| Zoom |  | + |  |  |
| google drive |  |  | + |  |
| Internet Explorer |  |  | + |  |

**Participation in advanced training courses, seminars, trainings**

|  |  |  |  |
| --- | --- | --- | --- |
| № | Year | Name of the training |  Your status (facilitator, participant, organizer) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

Additional information

 Optionally you can specify additional