

Personal Information

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Education

Years	Name of the Institution	Specialty	Qualification
2017-2019	Akaki Tsereteli State University, Kutaisi (Georgia)	Education Sciences and Management	Master of Education
2012-2016	Akaki Tsereteli State University, Kutaisi (Georgia)	English Language and Literature	Bachelor of Philology

Work Experience

Years	Organization	Position
2019–Present	Kutaisi University, Kutaisi (Georgia)	Programme Coordinator/Quality Assurance Service
17/04/2019–25/10/2019	Kutaisi University, Kutaisi (Georgia)	Programme Coordinator/Faculty of Medicine
2014 -2017	Georgian-American International School "Progress", Kutaisi (Georgia)	American Programms Coordinator

2017-2019	Georgian-American International School "Progress", Kutaisi (Georgia)	International Exams Coordinator
2016 - 2018	Georgian-American International School "Progress", Tbilisi, Kutaisi, Batumi (Georgia)	AP Coordinator Tbilisi; Kutaisi; Batumi
08/07 / 2018 - 02 09/2018	American School of Classical Studies at Athens	Trainer
2017- 2018	Georgian-American International School "Progress", Kutaisi (Georgia)	Exchange Program Coordinator In Poland, Austria
08/06-09/21- 2016	Public School Budapest, Hungary	Trainer
2014-2015	Lions Club	Public Relations Manager
2013-2014	Non-governmental organization "Club of Neophiles"	Public Relations Manager

Knowledge of Foreign Languages

Foreign Language	Starting level	Average level	Good	Very good	Mark if you have the relevant certificate
English Language				✓	✓
Russian 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	7.05.2020 - Present	Weekly webinars/online dialogues on the topics in deal with higher education Ministry of education, science, culture and sport of Georgia; British Council Georgia	Participant
2	2020	Communication and Interpersonal Skills at Work (University of Leeds/United Kingdom. Online Course)	Participant
3	2020	Decision Making: How to Choose the Right Problem to Solve (University of Leeds/United Kingdom. Online Course)	Participant
4	2020	Collaborative Working in a Remote Team (University of Leeds/United Kingdom. Online Course)	Participant
5	2020	Orientation to Educational Neuroscience (Central Queensland University. Online Course)	Participant
6	2020	Assessment in the field of higher education (Erasmus University Rotterdam. Online Course)	Participant
7	2020	Inclusion and equity in Higher Education During/After Coronavirus Crisis (Ivane Javakhishvili Tbilisi State University. Online Course)	Participant
8	2020	E-learning (E-learning methods and organize tools , National Academy of Horticulture, Ukraine, Online Course)	Participant
9	2020	The Third mission of the university (Ivane Javakhishvili Tbilisi State University. Online Course)	Participant
10	2020	Internationalization of higher education (Ivane Javakhishvili Tbilisi State University Online Course)	Participant
11	2020	Discuss the sectoral characteristics of the law education program (National Center for Educational Quality Enhancement; Tbilisi, Georgia)	Participant
12	2019	Authorization Process: Standards and Procedure (National Center for Educational Quality Enhancement; Tbilisi, Georgia)	Participant
13	2019	International Medical Education (Kharkov State University of Medicine. Kharkov, Ukraine)	Participant

14	2019	Accreditation and authorization processes planning (National Center for Educational Quality Enhancement; Tbilisi, Georgia)	Participant
15	2019	Development of cultural awareness (Macmillan Education Tbilisi, Georgia)	Participant
16	2018	Public Relations (Management Academy. Tbilisi, Georgia)	Participant
17	2018	Entrepreneurship (Junior Achievement. Tbilisi, Georgia)	Participant
18	2018	Business Skills (EU, USAID Tbilisi, Georgia)	Organizer; Participant
19	2017	Professional Skills (International Academy of Education. Baku, Azerbaijan)	Participant
20	2017	TOEFL (English book in Georgia. Tbilisi, Georgia)	Participant
21	2017	Interpersonal communication (Akaki Tsereteli State University. Kutaisi, Georgia)	Participant
22	2016	21st Century Skills (Macmillan Education ELT Training. Tbilisi, Georgia)	Participant
23	2016	Leadership (University of Budapest. Budapest, Hungary)	Participant
24	2016	Netherlands Institute for Multiparty Democracy (NIMD Tbilisi, Georgia)	Participant
25	2014-2015	Institute for Democracy / Netherlands Institute for Multiparty Democracy (NIMD Kutaisi, Georgia)	Participant
26	2014	European Integration Considerable Choice / Netherlands Institute for Multiparty Democracy NIMD. Telavi, Georgia)	Participant
27	2013	I-Citizen / Netherlands Institute for Multiparty Democracy NIMD. Kutaisi Georgia)	Organizer; Participant
28	2013	Geopolitical Agreement (Kutaisi, Georgia)	Participant
29	2013	EU political Agreement (Kutaisi, Georgia)	Participant
30	2013	Art, History and Culture of Debate (Student Debate Association. Kutaisi, Georgia)	Participant
31	2012-2016	Psychology (additional educational program / Akaki Tsereteli State University. Kutaisi, Georgia)	Participant
Conference			
32	2017	"The European Union and Georgia" (Netherlands Conference of the Institute for Multiparty Democracy (NIMD) Kutaisi, Georgia)	Participant

34	2016	XXII Student Scientific Conference, Topic: "Rustaveli and Shakespeare" (Akaki Tsereteli State University; Kutaisi, Georgia)	Participant
Certificate			
35	2019	Teacher Qualification Exam in English (National Center for Assessment and Examinations. Tbilisi, Georgia)	
36	2017	English Language Certificate (Akaki Tsereteli State University. Kutaisi, Georgia)	

Additional Information

Skills:

- Team work;
- Ability to work in stressful situations;
- Conflict management;
- Emotional intelligence;
- Detail orientation;
- Timeliness;
- Ability to manage critical situations;
- Leadership skills.

Member of Organizations:

- Institute for Multiparty Democracy in the Netherlands (NIMD), Kutaisi (Georgia) 2016-Present.