

Nana Kvirtia

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EDUCATION:

**State Medical Institute,
Rostov, Russia**
Doctor –Pediatrician

Tbilisi Medical Academy
Doctor –neurologist

PROFESSIONAL EXPERIENCE:

Akaki Tsereteli State University
Faculty of Medicine
From 2014 to present

Invited specialist, (subjects- Physiology, Pathological Physiology, Bioethics)

IRD USAID/New Economic Opportunities

Regional Development Advisor

From 2011 to present September 2015

Responsibilities:

- Participating in grant selection committee and identify potential grantees in agribusiness sectors, establishment of farmers associations working in agribusiness sector, work closely with them to ensure successful implementation of projects
- Liaison with the local and national government bodies, NGOs, sub grantees, donor and other agencies.

United Nations Development Program (UNDP),
Advisor

2010-2011

Responsibilities:

- Participating in Project proposal Review Committee for grants allocation
- Monitoring of various project activities including implementation of health micro-projects
- Liaison with the national government bodies, municipal authorities, international and local NGOs and other agencies

NGO Women's Wellness Care Alliance "HERA",

Health projects' Advisor

January 2010-June 2010

Responsibilities:

- Supervise and coordinate activities on Race for the Cure event
- Ensure the preparation of financial and narrative reports.
- Liaison with the national government bodies, municipal authorities, international and local NGOs and other agencies.

Save the Children

Healthy Women in Georgia Project,

Advisor

2004-September 2009

Responsibilities:

- Develop Training Curriculum for teachers, youth in collaboration with Ministry of Health, Labor and Social Affairs
- Organizing trainings for teachers and youth
- Liaison with the local and national government bodies, NGOs and other agencies

International Medical Corps (IMC)

Social Welfare Advisor

2000 -2004

Responsibilities:

- Overall technical monitoring and support of local partner NGOs implementing development projects
- Participating in Project proposal Review Committee for grants allocation
- Liaison with the national government bodies, municipal authorities, NGOs and other agencies.

Local NGO "Abkhazintercont"

Food for Product Project,

Program Coordinator

1999-2000

Responsibilities:

- Planning and management of program activities, monitoring project spending against planned activities on monthly basis.
- Supervising the project staff.
- Project Budget Management
- Preparing quarterly reports for submission to donor.
- Liaison with the local and national government bodies, NGOs, donors and other agencies.

Local NGO Community Assistance Association (CAA)

Chairperson

1997-1999

Responsibilities:

- Overall management of agriculture projects
- Project budget management

- Preparing quarterly reports for submission to donor.
- Liaison with the local and national government bodies, NGOs, donors and other agencies

International Rescue Committee (IRC), Georgia
Community Development Program,
Community Mobilization Officer
 1995-1997

- Creating Community Action Groups for community mobilization interventions.
- Identify community material needs, coordinate technical assessments of selected intervention sites, coordinate reconstruction work and repair of community centers
- Conducting community mobilization training for Community Action Groups.
- Monitoring of project activities to identify and solve health and social problems of the target communities
- Project evaluation

Republic of Cyprus
Larnaca, Agency "Transfly"
Sale Representative
 1992-1995

- Produce and deliver business development strategies / plans
 Develop and maintain successful business relationships with different travel agencies
 Initiate joint sales activity with business partners.

Institute of Pediatric Science, Tbilisi
Doctor Pediatrician
 1990-1992.

SKILLS:

Excellent computer literacy (MS Office; Windows)

Languages:

- Georgian- native
- Russian -Fluent
- English- Good working
- Greek - Reading and oral comprehension

Publications and Presentation:

Abstract "Healthy Lifestyles the Gateway to Adolescents Reproductive Health" presented at **American Public Health Association (APHA) Conference. November 2007, Washington DC, USA.**

Presentation "Healthy lifestyle course program" at International Children's Center, Turkey, 2008