



# NORA ASHORTIA

## About Me

I am a graduate of Ilia State University with a Master's degree in Public Relations. I have four years of experience in customer service and cashier operations management. I possess strong analytical and teamwork skills, am detail-oriented, and have experience working in a stressful environment.

## Contact

(+995) 591 98 40 19

nora.ashortia.1@iliauni.edu.ge

linkedin.com/in/nora-ashortia/

## Skills

- Analytical skills
- Teamwork skills
- Ability to plan and allocate time effectively
- High sense of responsibility
- Detail-oriented and analytical thinking
- Ability to work in a stressful environment
- Ability to type quickly
- Microsoft Office – good
- RS.ge - basic level
- Adobe Photoshop – basic level
- Adobe Illustrator – basic level
- Canva – good
- Google Forms – good
- ChatGPT and other AI tools
- Manychat and Mailchimp – used on university projects
- HTML and CSS – basic level

## Languages

- Georgian – Native
- English – Intermediate (B1)
- Russian – Basic (A1)

## Working Experience

### 2021 - 2025

#### CASHIER & BARISTA

##### Ltd "Entree 2008"

- Customer service and coffee preparation
- Accurate management of cash register operations
- Ensuring high service quality standards

### 2019 - 2020

#### CASHIER

##### Ltd "Astoria Dinner"

- Weighing dishes and providing fast service
- Efficient management of cash register operations

### 2019 - 2019

#### CASHIER

##### Ltd "Degusto"

- Performing cash register operations
- Customer service and coffee preparation

## Education

### 2025 - to present

#### COLLEGE 10X - TENX

Front - end Development

### 2023 - 2025

#### ILIA STATE UNIVERSITY

Master's degree in Public Relations

### 2022 - 2022

#### ACADEMY OF DIGITAL INDUSTRIES

Certificate in Graphic Design

- Studied the fundamentals of graphic design
- Created a portfolio project and completed practical assignments
- Successfully presented a final project

### 2017 - 2021

#### ILIA STATE UNIVERSITY

Bachelor's Degree in Business Administration/Management