



Ketevan Dvali

Date of birth: 14/08/1999

Nationality: Georgian

Gender: Female

CONTACT



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WORK EXPERIENCE

01/07/2022 – CURRENT – Tbilisi, Georgia

Communications manager

PFP

- NGO's social-media and website management;
- Communication with media representatives;

09/01/2022 – 06/2022 – Tbilisi , Georgia

Communication Intern

NGO - Prevention for Progress (PFP)

- Organization's website management;

01/02/2021 – 01/08/2021 – Tbilisi , Georgia

Intern at Public Information Division on EU

Information Center on NATO and EU

- Conducting monthly monitoring of national and regional media and assisting in preparing Newsletter;
- Contributing to the preparation of social media content;

15/08/2020 – 28/09/2020 – Tbilisi , Georgia

Intern at Faculty Administration

Ilia State University

- Assisting the faculty administration staff in the process of concluding the students' contracts;
- Entering data in the registration database;

03/03/2020 – 30/05/2020 – Tbilisi , Georgia

Intern at Myth Detector Lab

Media Development Foundation

- producing fact-checking articles and multimedia content;

31/07/2019 – 02/09/2019 – Tbilisi , Georgia

Call center agent

Odisea

- Managing large amounts of inbound and outbound calls promptly;
- identifying customer needs, answering questions, and providing solutions/alternatives to issues;

EDUCATION AND TRAINING

25/09/2017 – 20/07/2021 – Tbilisi, Georgia

Bachelor of International Relations

Ilia State University

Address Tbilisi, Georgia | Final grade A+

LANGUAGE SKILLS

MOTHER TONGUE(S): Georgian

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

German

Listening
B1

Reading
B1

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B1

DIGITAL SKILLS

My Digital Skills

Microsoft Word / Microsoft Excel / Microsoft PowerPoint / Web - HTML/CSS

ORGANISATIONAL SKILLS

Organisational skills

- Strong organizational and time-management skills acquired through my experience as an intern at Information Center on NATO and EU;

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Confident verbal communication skills gained through my experience as a call centre agent;
- Ability to work in a team;
- Good analytical skills;

COURSES

18/07/2022 – 20/09/2022

Front-End Development

Through Front-End Development course at Unilab learned HTML and CSS Fundamentals;

02/04/2022 – 20/05/2022

HTML/CSS

Learning about HTML elements and structure, the building blocks of websites;

Learning to style individual and groups of elements using various visual CSS rules.

21/09/2021 – CURRENT

Project - Raising Awareness on the Role of NATO in Black Sea Security in Youth

Main aim: to raise awareness and information level on NATO's role in the Black Sea Region and its security among students and youth of Georgia.

Organized by Junior Diplomat Initiative Georgia

06/06/2021 – 08/06/2021

E-Learning course on Conflict Analysis

Main purpose: to provide participants with knowledge of conflict analysis principles and skills tailored to eastern Europe, Caucasus, and

Central Asian contexts.

Organized by Geneva Centre for Security Sector Governance

2019

Summer School about Peace & Security in the South Caucasus

Main purpose: to explore diplomatic and economic strategies within the Post-Soviet context.

Jointly organized by American Councils for International Education and Ilia State University.

2019

Workshop about „Civil War as a Political Paradigm: Giorgio Agamben and the End Time"

Chief purpose: to analyze constructs and tenets at the basis of modern political thinking;

Organized by Savle Tsereteli Institute for Philosophy and Ilia State University.