



# Mariam Kakhadze

## education

### Akaki Tsereteli State university-2022-2026

- Major: Computer Science
- Minor: English Language and Literature
- Demonstrated strong analytical thinking and communication skills applicable to technical and scientific roles.

## trainings

### OPI/VRI Medical Interpreter training-2025

- Developed excellent verbal communication and active listening skills, crucial for effective candidate screening and interviews.
- Gained strong cultural sensitivity and empathy, enhancing candidate engagement and relationship-building..
- Enhanced attention to detail for accurate information exchange, valuable in resume screening and candidate evaluation.

### Business English Training

- improved professional written and verbal communication skills for effective workplace interactions.
- Gained confidence in negotiating, networking, and conducting meetings in English.

## Relevant Experience

### Medical Interpreter (OPI/VRI)

LLK | January 2025 – June 2025

- Entered and managed sensitive information with accuracy and attention to detail
- Applied analytical skills to resolve issues and ensure smooth processes
- Maintained compliance with strict confidentiality and regulatory standards
- Used digital platforms and tools to support efficient workflow
- Built strong communication with clients and staff to provide excellent service

### Administrative Manager Assistant

International Education and Development Academy | Nov 2024 – Jan 2025

- Designed and delivered professional presentations
- Participated in data transfer
- Supported event planning and communication
- Assisted with outreach and academic program coordination
- Helped out with project management
- Demonstrated my analytical skills

## skills

### Medical & Communication

- Medical interpreting
- Scientific communication
- HIPAA compliance
- Medical terminology (Dermatology, Pediatrics, General Practice)

### Professional

- Public speaking & presentations
- Field-based outreach & event support
- Remote tools (Zoom, Google Meet, Slack)
- Time management & independence

## soft skills

- conflict resolution
- Team collaboration
- Communication
- Empathy
- Problem-solving
- Adaptability
- Time management

## Languages

- Georgian – Native
- English – Fluent (B2-C1)
- German – Basic (if applicable)