

**TENGIZ SANADZE** 

1237 39 St 2nd Floor, Brooklyn, NY 11218 **Tel** : (917) 855-3147 Mail: sanadzeforex@gmail.com

# **SKILLS AND QUALIFICATIONS:**

- Knowledge of Microsoft Office
- Great time management
- Excellent communication and interpersonal skills
- Fluent in Georgian and Russian

#### **EDUCATION:**

• 06/2014 — Present **ASA College, Brooklyn, NY** 

**Computer Technologies** 

• 2006-2011 **Ivan Javakhishvili University, Georgia**Bachelor's Degree in Business Management

#### **EXPERIENCE**:

10/2014 - present "Vesuvio Restaurant & Pizzeria" 7305 3rd Ave, Brooklyn, NY 11209

• Busser, Food runner

08/2014 – present **Restaurant "EMIR PALACE"** 4210 18th Ave. Brooklyn

• Busser, Waiter

#### 08/2014 - 11/2014 "VITAMINCHIK JUICE BAR" 196 Spring st. New york. NY

- Juice machine operator
- Porter

#### 07/2014 - 09/2014 Construction Inc., Brooklyn, NY

- Supervise employees to insure project deadlines are met
- Maintain project materials and Keep record of supplies
- Assist in repair of buildings, carpeting and painting

 $01/2013\text{-}06/2014 \qquad \text{``Georgian Cuisine''} \ . \ \mathsf{Georgia}$ 

• Waiter, Busser

## 2012-2013 Assistant Manager, TV Imedi, Georgia

- Handle camera work for the television station
- Prepare and set props for the Talk shows
- Research guests to appear on the show

### 2008-2012 Manager, Pirosmani, Georgia

- Manage construction contractors of gas companies
- Keep accurate invoice records
- Find materials for construction companies