

QUALIFICATIONS PROFILE

Areas of Expertise:

**International
Business**

Sales Management

Sales and Marketing

**Training and
Development**

Negotiation

**Customer Service
Management**

**Presentation /
Articulate
Communication Skills**

**MS Office - Word,
Excel, PowerPoint
Outlook
MS SharePoint**

Linguistic skills

- **Fluent in Georgian**
- **Fluent in Russian**

Highly motivated and results-driven worker with extensive and progressive skills and team administration. Highlight of skills and abilities includes:

- Solid understanding of business environments across various functions
- Ability to integrate, analyze, and present information to audiences
- Understanding the trends, patterns, and consistencies of different industries at the local, regional, national, and global levels
- Develop, implement, formulate, and evaluate effective business strategies
- Understanding the financial system
- Dynamic sales and communication skills with the ability to multitask, plan, and direct demanding operations
- Ability to facilitate the acquisition of targeted customers in an effective fashion
- Resourceful problem solver with the ability to conceptualize cost-effective solutions to challenging situations
- Extensive training in ethical decision making; Identify and report issues and risks
- Experience working with diverse populations and constituent groups; Team player
- Provide customer service. Receive and execute client orders
- Scheduling, email management, travel planning
- Thorough, detail- and process-oriented with strong follow-through skills;
- Responsible and accountable to achieve organizational goals and success
- Ability to adopt/change new situations
- Cultural sensitivity and awareness training
- Planning and resolving employee-related issues and needs
- Ability to multitask in fast-paced environment and work in multiple projects simultaneously
- A dependable leader with exceptional expertise in maximizing resources and profound ability to motivate and encourage others
- Continually learns about existing and new business processes and applications and applies that knowledge when writing requirements
- Experience with process modeling using Flow Charts
- Proficient in performing GAP analysis
- Work experience in Agile and Waterfall environment

MOST NOTABLE ACCOMPLISHMENTS

- Full four-year scholarship 2005-2009 – Tbilisi State University
- Dean's list 2010-11 – Columbus State Community College
- Economics and Business Faculty Award at the 68th Annual Conference – Tbilisi State University
- Certificate of participation in a series of international lectures by Dr. Christopher Jarvis of Brunel University Business School, London in the faculty of Economics and Business at Tbilisi State University
- Certificate of Qualification. Banknote safety signs - National Bank of Georgia

Nina Lobzhanidze

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□ Certificate of successful completion of the United Nations General Assembly Symposium - November 2, 2013

EDUCATION

Business Administration Coursework

Columbus State Community College, Columbus, Ohio

Bachelor of Arts in Business Administration and Management

Tbilisi State University, Tbilisi, Georgia

EARLIER CAREER

COLUMBUS INTERNATIONAL PROGRAM (CIP) ■ Columbus, Ohio

Intern - Marketing, Research, Sales, Developing Business Strategies, International Relations

October 2013 - Present

UNITED NATIONS ASSOCIATION - USA - Columbus Chapter ■ Columbus, Ohio

Intern - Building a network of supporters of the UNA in Columbus area, Assist formation of UNA's general Assembly and day to day operations

September 2013 - Present

MACY'S ■ Columbus, Ohio

Sales Representative/Assistant Manager

November 2010 - Present

JSC BANK REPUBLIC -SOCIÉTÉ GÉNÉRALE GROUP ■ Tbilisi, Georgia

Bank Teller

September 2008 - February 2010

LTD "ENERGO GENERACIA" ■ Tbilisi, Georgia

Head

Administrative

Assistant

April 2008 - September 2008

MINISTRY OF FINANCE OF GEORGIA ■ Tbilisi, Georgia

Intern at Department of Foreign Relations

January - April 2008