**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
* 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*** September2008 – 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