

Natia Ksovreli

Lawyer

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Education

Tbilisi State University

Faculty of Law | 2018-2020

- Master of criminal law

Tbilisi State University

Faculty of Law | 2014-2018

- Bachelor of law

Working Experience

Intern at Chancellery of Tbilisi City Court | 20.11.2017-20.01.2018

- Make completed cases register and archive
- Answer the phone calls
- Handing cases to citizens, sent letters to the post office

Member at Student self-government of Tbilisi State University | 2014-2016

- Organize projects (conferences for students, public lectures, make simulations of law trial)

Personal characteristics

- Organized
- Detail oriented
- Punctual
- Hard working
- Ability of work individual and work with group

Other Skills

- Technical Abilities - Microsoft Office (Word, Excel, PowerPoint), Internet.
- Languages – Georgian (Native), English (B2), Russian (A1)

Summary

Because I was a member of student self-government, as well I was an intern at Tbilisi City Court I consider that the knowledge and experience I have gained will help me realize my skills and abilities well.