



Tamar Meladze

Senior Reservations Agent

Contact



+995 558 573 573



tamarmeladze1996@gmail.com



Batumi, Z. Beridze Line #6



About Me

I am Tamar Meladze, 29 years old. I work as a Senior Reservations Agent at the Marriott International branch in Batumi, Georgia. I'm organized, diligent, and totally oriented on details. At the same time, full of positive and motivation. I am a person of action and despite the theoretical studies I am keen on making practical steps, and new challenges.

Skills

- Active Listener
- Organized
- Team Work
- Adapdability
- Time Management



Education

- **Bachelor's Degree in Business & Management**
Batumi State Maritime Academy Sep 2014 - Jun 2018
- Accounting Course - "BASS" Batumi Mar 2021 - Jun 2021
- B2 - Upper Intermediate English Course
English Summer Course - "Trinity Education" Feb 2021 - Apr 2021
Yale University Apr 2021 - Jul 2021
- Introduction to psychology May 2022 - Jun 2022
- Managing emotions in times of uncertainty & stress Jun 2022 - Jul 2022
Feb 2023 - Apr 2023
- MS Excel Express Course Smart Academy
- **Tbilisi School of Communication** IT Project Management Course
Oct 2024 - Nov 2024



Experience

- **Le Meridien Batumi (Marriott International)**
 - . Senior Reservations Agent - July 2024 - Present
 - . Reservations Agent - Jun 2022 - July 2024
- **TBC BANK**
 - Service Manager Jan 2022 - May 2022
 - Digital Consultant Jul 2021 - Jan 2022
- **MGL Group**
 - Status Manager Jul 2019 - Sep 2019
- **Liberty Bank**
 - Digital Consultant Nov 2018 - Feb 2019
- **Maritime Transport Agency of Georgia**
 - Administrative Asistant Dec 2017 - Aug 2018

LANGUAGES

- Georgian: Fluent
- English: B2+
- Russian: A2

CERTIFICATES & ACHIEVEMENTS

- Certificate of the Young Scientists International Scientific Conference on the topic: Regional Economy and Business: Tourism, Logistics, Transport. (May/2015)
- Certificate of the Personnel Management Course. (March/2016)
- Upper-Intermediate (B2) English Certificate, "Trinity Education", 2021 Course accomplishment Certificate C1; "Trinity Education", 2021
- 2021 Coursera certificate - Yale University - Introduction to psychology;
- 2022 Coursera certificate - Yale University - Managing emotions in times of uncertainty
- Managing emotions in times of uncertainty Smart Academy - MS Excel Express Course, 2023
- Tbilisi School of Communication IT Project Management, 2024

HONORS & AWARDS

- First-degree certificate for the win at the III International Conference for Students and Young Scientists. (May 2017)
- DK Capital Davit Kentchadzes Articles competition (Winner of Motivations Articles Competition). (July 2016)
- Associate appreciation award from Marriott International, For outstanding performance for the month of October 2022
- Associate appreciation award from Marriott International, For outstanding performance for the month of May 2023
- Associate appreciation award from Marriott International, For outstanding performance for the month of December 2024
- Associate appreciation award from Marriott International, for outstanding performance for the YEAR, 2025
- Associate appreciation award from Marriott International, for outstanding performance for the month of August 2025

RECOMMENDATIONS

Recommendation # 1

Tamar Meladze enrolled in the Batumi State Maritime Academy in 2014 and the Management Faculty undergraduate educational program "Management- Port Management. " Who graduated in 2018. During her studies, she showed a high interest in all subjects. Characterized by deep thinking, analytical skills, and easily mastered theoretical material, reveals presentation and practical use habits. Tamar Meladze honestly performed for teachers and administration leadership tasks, distinguished by high responsibility. because of all that, she deserves a good reputation among the academy teachers. The Faculty of Business and Management characterizes Tamar Meladze as energetic. A sociable, hardworking, and exemplary young person. The recommendation is given for submission as needed.

- E- mail Email: m.gabaidze@bsma.edu.ge, merygabaidze@gmail.com
- Batumi State Maritime Academy Assistant, Academic Doctor of Economics / M.Sc. Gabaidze / Tel: 577 22 04 87

Recommendation # 2

The recommendation is given to Tamar Meladze (P / N 61001067812) to submit as needed. I taught Tamar the courses: "Management I- II" and "Marketing Basics" at Batumi State Maritime Academy. Tamar is an organized, energetic, hardworking, trustworthy, and humble person. Performs duties in good faith and with high responsibility duties. Distinguished by kindness and sociability, and always expresses willingness to help friends. Tamar positively perceives the introduction of innovations. She has the ability to work in a group. She has a good relationship distinguishes between professors and students, and a good relationship among general professors; she always participates in university events. Tamar is a winner of the 2017 International Student and Young Scientists Conference.

- Medea Kavtaradze Associate Professor,
- Head of the Port Management Department
- Tel: 577 22 15 30