

Ekaterine Mitagvaria

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🌐 [Personal Portfolio](#)

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Summary

After working in different fields for over 9 years and seeking something special, I have recently found my passion in web development. Since October 2021 I have a career break in order to become a web developer. I am highly motivated to put all my time and effort into this field.

Education

High School N 154

Tbilisi, Georgia 2000-2012

Technical Expertise

- HTML5
- CSS3
- Tailwind
- Vanilla JavaScript ES6+
- React.js
- RESTful API
- Responsive web design
- Github
- Git
- Visual Studio Code
- Figma

Skills

- Team player
- Attentive to details
- Flexible
- Time management
- Visual thinker
- Adaptable
- Creative
- Self-learner

Professional Experience

Head of Department - Social Boost

Jan 2021 - Oct 2021

- Ensuring the team conducts bespoke campaigns based on clients' requirements to ensure client satisfaction.
- Ensure all company marketing practices are followed by the team correctly.
- Create, develop and test new growth strategies to improve results for company clients.
- Ensuring that retention rate targets are met by the team.
- Managing training syllabus for new recruits & holding training personally.
- Ensure the team acknowledges and acts to resolve all client complaints.
- Report team performance each week to the company Director.
- Keep written records of individual team member performance and record errors.
- Hold regular meetings and performance reviews with team leaders.

Team Lead - Social Boost

Sep 2020 - Jan 2021

- Leading a team of Instagram Growth Specialists in growing Instagram Accounts organically for businesses and influencers.
- Working closely with the Client Success Management team to ensure all client's requirements are met.
- Reporting performance to management.
- Overseeing Organic Instagram growth campaigns.
- Ensuring the highest levels of quality across the team.

Instagram Growth Specialist - Social Boost

Jul 2020 - Sep 2020

- Hand-growing Instagram accounts manually via the Instagram app.
- Interacting with people to generate highly engaged niche audiences.
- Researching targets to ensure the highest quality Instagram growth is achieved.
- Organic Instagram growth techniques.
- Hashtag and competitor account research.
- Audience and engagement building.
- Quality control.

Sales Specialist Be-Canadian Immigration Agency

Jul 2019 - Feb 2020

- Reaching out to customers interested in immigration to Canada via phone calls (warm calls).
- Offering services using solid arguments and providing information on how immigration works.
- Maintaining positive business/customer relationships.
- Achieving monthly sales targets.
- Providing management with reports of daily activity using the CRM system.
- Writing custom e-mails to customers.
- Using follow-up/callback strategies.
- I also helped with hiring new people and providing them with training.

Chief Executive Officer - Catrisa (Self-employed)

Jul 2019 - Feb 2020

- Online lingerie store start-up catrisa.ge. I was managing all the aspects of the company on my own. Sales were done online/locally only. My first business failed and the biggest reason was Covid-19 as I was unable to fulfill the orders and refill the stock. Received a lot of experience in how retail business works and improved my skills with customer support, web development, local SEO as well as content and social media management.

Earlier work experience upon request