**CV**

**Name:** Mariam



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**Date of birth:** February 17, 1963

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**Education:** Higher education

1981 – 1986 - completed the programme with a Major in Georgian language and literature, Faculty of history-philology, Iakob Gogebashvili Telavi Pedagogical Institute.

**Working Experience:** secretary

From 1988 till now – secretary of the Rector office at Iakob Gogebashvili Telavi State University.

From 1980 – till 1988 – specialist of the military and physical training faculty at Iakob Gogebashvili Telavi Pedagogical Institute.

**Computer skills:** Microsoft Excel; PowerPoint; Windows XP; Linux; Internet.

**Language proficiency:** Georgian (native), Russian (intermediate), English (basic).

**Hobby**: reading books, listening to music, cooking