

CV

Ketevan Javakhishvili

Personal information:

Date of Birth: 20.06.1983

Tel: +995 551754405

Marital status: married

Address: Telavi, Vardisubani

Education:

- 1989-2000 – Vardisubani Public School
- 2004-2006 – Physics-informatics, Iakob Gogebashvili Telavi State University

Work Experience:

- 2009-2010 - Teacher of office programs, Translation Bureau Erudite
- 2017-2018 - Invigilator of Internal Examinations, Iakob Gogebashvili Telavi State University
- 2018-2019 - Support Specialist, , Iakob Gogebashvili Telavi State University
- 2019-currently - leading specialist, Iakob Gogebashvili Telavi State University
- 2024 – exam invigilator – Georgian National University SEU

Courses and Trainings:

- Accounting
- 2012 - Vocational retraining and professional orientation training with English certificate
- 2023 - Professional training program - use of office programs and IT tools

Computer Skills: MS Word, MS Excel, Internet

Languages:

Georgian – native

English – elementary

Russian – elementary

Personal Features:

Hardworking, sense of responsibility, ability to work in stressful situations, ability to work in a team