



# Ana Kobakhidze

Bachelor of Business Administration; Master of Science in Computer Engineering

Communicable, self-motivated, well organized, detail-oriented, speak and write fluent in Georgian and English, excellent editing, written and verbal communication skills. Experienced in Education and Manufacturing industry.

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## WORK EXPERIENCE

### Information Manager Educational Organisation

01/2015 – Present

#### Tasks

- Managing and developing information to make it easily accessible to others;
- Working with electronic information, especially online databases;
- Effective delegating of the tasks and turning the work done by co-workers into a complete, quality resource;
- Working with content management systems and digital resources, as well as traditional materials.

### Sales Executive CRP Wood

02/2017 – 08/2017

#### Tasks

- Demonstrating and presenting products;
- Conducting market research to identify selling possibilities and evaluate customer needs;
- Taking part in new product development;
- Collecting and analyzing sales statistics;
- Collaborate with team to achieve better results;
- Regular communication with customers and making proper offering.

## CERTIFICATES

English Translator/Interpreter (02/2020)

Georgian-Canadian Educational Center

Project Proposal Writing (05/2018)

Ivane Javakishvili Tbilisi State University

## EDUCATION

### Master of Science in Computer Engineering Agricultural University of Georgia

09/2018 – Present

### Bachelor of Business Administration Concentration: Production Management Minor: Computer Engineering

Agricultural University of Georgia

09/2013 – 07/2018

## SKILLS AND KNOWLEDGE

Translation

Data Analysis

Teaching

Financial Accounting

Marketing

MS Office

CAD

Programming

Mathematics

Statistics

Creativity

Persuasibility

Teamwork

Strong Presentation Skills

Ability to work under stress

Critical Thinking

Flexibility

## VOLUNTEER EXPERIENCE

### Translator American Red Cross

09/2019 – 10/2019

#### Tasks/Achievements

- Translation and Revision of a First Aid App

## ORGANIZATIONS

Translators Without Borders (09/2019 – Present)

Freelance Translator and Reviser

## HONOR AWARDS

Gold Medalist's Certificate of Complete General Education (2013)

Ministry of Education and Science of Georgia

## LANGUAGES

Georgian



English



Russian



German



## INTERESTS

Art

Research

Technologies

Literary and Science Fiction