



Sophio Dvalishvili

Contact information:

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Work experience

Saunders Group
Document Controller

Aug — Dec 2016

Responsibilities: Managing incoming and outgoing correspondence, correspondence with site engineers, translating, interpreting, administrative assistance.

International Black Sea University

May 2016 - Present

DAAD Project Coordinator

Responsibilities: coordinating and managing the project (DAAD Programme - Universities - Business Partnership), supervision of agreement between companies and university, Organization of seminars, training and contact fairs within the framework of the project, Consultation of students, lecturers and business partners, Coordination of internships in IT companies, PR work. **Achievements:** successful launch of Contact Fair.

International Black Sea University

Dec 2014 — May 2016

Study Process Administrator

Responsibilities: management of events and projects, business correspondence, managing social media, outreach activities, international relations (liaison with partners, exchange programs).

National Defence Academy of

Apr 2012 — Aug 2014

Georgia

Main Specialist

Responsibilities: Project management, administrative support, budgeting, office management, planning and organizing events, training and workshops, as well as taking minutes at the meetings. Cooperation with HRM department, ensure efficiency and effectiveness of the professional development programs planned in the centre. Establishment and development of Advanced Distributed Learning system, Cyber Security Capacity Building Project and the Training Needs Analysis process.

NATO-GEORGIA PDP Office

Nov 2010 — May 2011

Intern

Responsibilities: Office administration (office equipment, stationery supply, taking phone calls, arranging document flow), business correspondence (letters and emails), organizing events and training, planning visits of international experts (planning logistics, arranging venue and catering, liaising with

Ministry of Defense Protocol Department), maintenance of PDP's activity statistics (work with Excel), acting as a secretary for PDP Board meetings (producing minutes), performing market researches on different service providers, writing press releases and doing regular translation in Georgian and English (written and oral). Development of Cyber Security Educational Project.

Qualifications

Project Management

Education

BA in Business Administration

Sep 2008 — Jul 2012

International Black Sea University

Interests

Swimming; Music; Tennis; Travel.

References

Elina Lange Ionatamishvili - NATO COE

STRATCOM: elina.bbsa@gmail.com

Ilyas Ciloglu - International Black Sea University:

rector@ibsu.edu.ge