

## PERSONAL INFORMATION

## Ana Mikautadze

 Vazisubani, IV m/d, II quarter, IX building, Flat N96, 0190 Tbilisi (Georgia)

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 Skype aniani1792

Sex Female | Date of birth 17/08/1992 | Nationality Georgian

## WORK EXPERIENCE

03/04/2017–Present

**Assistant to the Dean**

Faculty of Arts and Sciences, Ilia State University, Tbilisi (Georgia)

- Coordinating work of Faculty Administration
- Giving consultations to the students and academic personnel
- Preparing orders, official letters and etc. on behalf of the faculty

01/10/2018–Present

**Book Translator**

Ilia State University, Tbilisi (Georgia)

- Translating "International Relations: Brief edition" by Joshua Goldstein;
- Correcting the text;

01/05/2018–15/10/2018

**Technical assistant**

Erasmus + funded Project "PESTUGE", Tbilisi (Georgia)

01/12/2016–31/03/2017

**Invited Specialist**

Development Office at Ilia State University, Tbilisi (Georgia)

- Developing project ideas
- Preparing and organizing documentations
- Negotiate with local and international partners
- Working with project databases
- Organizing events and meetings

01/05/2016–30/09/2016

**Book Translator**

Ilia State University, Tbilisi (Georgia)

- Translating "The origins of Political Order" by Francis Fukuyama from English to Georgian
- Correcting the text

01/10/2015–27/02/2017

**Project Assistant**

Public Policy Research and Training Centre at Ilia State University, Tbilisi (Georgia)

- Developing project ideas
- Organizing events and trainings
- Assisting in project management
- Negotiating with donors, trainers, university administration, beneficiaries
- Fundraising
- Managing the web-site and facebook page of the centre

- 01/06/2015–31/10/2015 **Intern**  
Development office at Ilia State University, Tbilisi (Georgia)
- Helping office staff in their everyday activities
  - Working on project initiatives
  - Assisting in project management
  - Translating documents from English to Georgian and vice versa and from Georgian to Russian
- 01/05/2015–31/06/2015 **Project Assistant**  
USAID collaborative governance Program, Tbilisi (Georgia)
- Facilitating communication between representatives of Kyrgyz academia and Georgian NGOs
  - Organizing meetings
  - Planning tours throughout Georgia
  - Organizing public lectures
  - Writing a final report
  - Interpretation speech from English to Russian and vice versa and from Georgian to Russian and vice versa
- 01/12/2014–30/05/2015 **Book Translator**  
Ilia State University, Tbilisi (Georgia)
- Translate “America’s Foreign Policy” by Bruce Jentleson from English to Georgian
  - Correcting the text

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**EDUCATION AND TRAINING**

- 02/10/2014–10/08/2018 **Master of Public Administration**  
Ilia State University, Tbilisi (Georgia)
- 01/09/2010–01/08/2014 **Bachelor of International relations**  
Ivane Javakhishvili Tbilisi State University, Tbilisi (Georgia)
- 01/09/2002–31/06/2010  
#41 Andria Razmadze phiisico-mathematical public school, Kutaisi (Georgia)
- 15/12/2018–16/12/2018  
Konrad Adenauer Foundation South Caucasus  
Training course in "Policy Research for Informed Decision Making"
- 01/05/2016–30/05/2016  
Stanford University Leadership Academy for Development and Ilia State University, Tbilisi (Georgia)  
Lecture series “European Integration and its Implications on Georgia” organized by Ilia State University Public Policy Research and Training Centre with Stanford University Leadership Academy for Development
- 01/03/2016–30/04/2016  
University of Tartu, Tartu (Estonia)  
Online Course offered by University of Tartu “ EU-RUSSIA RELATIONS: BETWEEN THE VILNIUS AND RIGA EASTERN PARTNERSHIP SUMMITS “
- 01/09/2015–15/09/2015

Tempus project, Tbilisi (Georgia)  
Project Actors' Capacity Training (PACT)

01/07/2015–15/07/2015

Erasmus + funded project, Lviv (Ukraine)  
Multiplier training course in nonviolent communication

22/03/2015–03/04/2015

Erasmus + funded Project, Berlin (Germany)  
International youth forum "Design Your Future"

05/08/2016–16/08/2016

Training course within Erasmus + youth program, Istanbul (Turkey)  
Training course within Erasmus + youth program by Arel University, Istanbul, Turkey

01/03/2011–31/06/2011

Training course in EU Institutions and Policies offered by MASKI, Tbilisi (Georgia)

PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Business English Upper-intermediate Course					
Russian	C1	C1	B2	B2	B2
Spanish	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages](#)

Job-related skills  
Motivated;  
Multitasking  
Detail-oriented;  
Ambitious;  
Hard-working;  
Disciplined

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point

- Microsoft Office Access
- Microsoft Office Outlook
- Internet
- edocument

**ADDITIONAL INFORMATION**

- Publications** •Student newspaper “Tavisufali”, Article: “Gas Politics after Ukraine”, 2014
- Publications** •Student newspaper “Tavisufali”, Article: “Gas Politics after Ukraine”, 2014  
•Student newspaper “Tavisufali”, article: “The future of Iran’s Nuclear program: the hard way towards consensus”  
•Student online journal “IR Today”, Article: “Eurasian Union: Soviet Union’s reconstruction plan or salvation way?”
- Conferences**
- student-scientific conference "Historical issues of Tbilisi State University", dedicated to the 93th anniversary of Ivane Javakhishvili Tbilisi State University, 2011 (Tbilisi, Georgia)
  - national-scientific conference “Russian Imperialism and Georgia”, 2012 (Tbilisi, Georgia)
  - the conference dedicated to the 70th anniversary of professor Revaz Gachechiladze; topic- “Turkey’s role in the Middle East” 2012, (Tbilisi Georgia)
  - regional conference held in Ivane Javakhishvili Tbilisi State University; topic -”European Perceptions of Turkey and Its Future”, 2013 (Tbilisi, Georgia)
  - Students’ International Conference held by the Institute of Philosophy and Social Sciences/ Grigol Robakhidze University 2013 (Tbilisi, Georgia)
  - Conference dedicated to the 80th anniversary of Akaki Tsereteli State University, topic-“Kurds and Their Role in the Middle East” 2013(Kutaisi, Georgia)
- Honours and awards**
- Georgian Government’s Scholarship – 100% tuition fee 2010 – 2014 (Bachelor’s Degree)
  - Georgian Government’s Scholarship – 100% tuition fee 2014 – 2016 (Master’s Degree)
  - 2013, Spring-getting presidential scholarship;
  - 2014, Fall-getting presidential scholarship