

Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Ketevan Abuladze**

Address 2200 Telavi (Georgia)

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E-mail(s) abuladzek@yahoo.com

Nationality Georgian

Date of birth 25/08/1984

Gender Female



Work experience

Dates 22/12/2011 - 22/03/2012

Occupation or position held English language translator (As an intern)

Name and address of employer Strategic Development and International Relations Office, Telavi I. Gogebashvili State University
Telavi (Georgia)

Dates 20/09/2008 - 28/02/2010

Occupation or position held English language teacher

Name and address of employer Public School #8
Telavi (Georgia)

Dates 15/09/2007 - 24/09/2009

Occupation or position held English language translator

Name and address of employer Publishing House "KABADONI"
Telavi (Georgia)

Dates 01 June 2012 →

Occupation or position held Office Manager

Name and address of employer Ltd. Jemoda
Rustaveli Ave. 14, Tbilisi (Georgia)

Education and training

Dates 15/09/2001 - 30/07/2005

Title of qualification awarded BA- English language and literature

Name and type of organisation providing education and training Telavi Iakob Gogebashvili State University
Telavi (Georgia)

Dates 01/11/2008 - 27/12/2011

Title of qualification awarded MA- Typological linguistics and translation

Principal subjects / occupational skills covered Theoretical grammar of the English language, English language History, Theoretical translation, Oral speech, Information technologies, Professional translation, etc.

Name and type of organisation providing education and training Telavi Iakob Gogebashvili State University
Telavi (Georgia)

Dates	01/03/2010 - 28/10/2011							
Title of qualification awarded	MBA- Master Of Business Administration							
Principal subjects / occupational skills covered	Accounting management, Financial management, Enterprises and organizations administration, Marketing management, Management of Human resources, Research methodologies; Business relations, etc.							
Name and type of organisation providing education and training	Alexander Technological Educational Institution of Thessaloniki Thessaloniki (Greece)							
Dates	01/06/2010 - 26/01/2011							
Title of qualification awarded	Internship at the English Language and Philology Department							
Name and type of organisation providing education and training	Aristotle University Of Thessaloniki Thessaloniki (Greece)							
Dates	10/11/2011 - 10/12/2011							
Title of qualification awarded	Vocational Internship in Translation							
Name and type of organisation providing education and training	Translation Bureau "Eruditii" Telavi (Georgia)							
Personal skills and competences								
Mother tongue(s)	Georgian							
Other language(s)								
Self-assessment								
<i>European level (*)</i>								
English	Understanding							
German	Speaking							
	Writing							
	C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user
	A1	Basic User	A2	Basic User	A1	Basic User	A1	Basic User
(*) Common European Framework of Reference (CEF) level								
Social skills and competences	Extremely organized person, Problem solving attitude, Responsibility, Self-respect and self-reliance, Strong referential values of fairness, equity and dignity, Ability to establish and maintain good working relations with people of different national and cultural backgrounds, Ability to live and/or serve in hardship locations.							
Organisational skills and competences	Detail oriented personality, analytical, decision making, prioritization, team working, time-lines driven							
Computer skills and competences	Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™) Skilled with internet.							
Other skills and competences	I'm fond of reading foreign literature, embroidering							
Additional information	<p>References:</p> <ol style="list-style-type: none"> 1. Vassiliki Grougiou, PhD in Marketing, International Hellenic University, Thessaloniki, Greece. T +30-2310-807540 e-mail: v.grougiou@ihu.edu.gr 2. Apostolos Dasilas, PhD Adjunct lecturer in Finance, Technological Educational Institute of Thessaloniki, Greece. T +30 - 2310 - 807544 e-mail: tdasilas@gmail.com 							