**NANA BAKHTADZE**

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| **Education:**  **Professional experience:**  **Scientific works and publications:**  **Languages:**  **Computer skills:**  **Driving license:** | 1980-1985 Institute of Foreign Languages /with diploma/  1990-1995 Institute of Pedagogic /post graduate courses/  1997-1999 Institute of Foreign Languages /post graduate courses/  2012-2013  European Academic Center  (English language teacher, trainer)  2000-at present  Freelance translator and interpreter  2001 – at present  Notary Bureau, translation agency  Translator  2010-at present  Digital Studio Deluxe  translator of subtitles of films  27 January, 2011  Seminar for teleoperators and video editor “How to make Tele-programs more interesting and Informational”  (organized by Eurasia Partnership Foundation, interpreter)  4-5 February, 2011  Youth Bank (training for young members)  (organized by Eurasia Partnership Foundation, interpreter  2007 October –2010 June  Institute of Asia & Africa  Teacher of Business English  2000-2013  Georgian National Intellectual Property Center “Sakpatenti” Department of Patent Information and International Relations  /translate documents of local, regional, WIPO, UPOV seminars, sessions, conferences, assemblies, agreements, reports, advertising brochures, bulletins, articles from magazines, Internet publications, etc. technical, legal and accounting texts. Write press releases and translate them into English for Sakpatenti web-page [www.sakpatenti.org.ge](file:///C:\Documents%20and%20Settings\Admin\Мои%20документы\Downloads\www.sakpatenti.org.ge). Correct and edit texts translated into English language. Take part in organization of international or regional seminars, conferences, meetings and interpret. Search information about patents and inventions in Internet data base of different patent offices. Search information in WIPO and UPOV web-sites about different conferences and seminars. Enter data into patent information database in English (names, addresses of inventors) and make its generation.  (see [www.sakpatenti.org.ge](http://www.sakpatenti.org.ge))  2000-2005  Mobile service for the street children in NGO "Child and Environment" /social worker/  Working with street children and their parents. Teaching them reading and writing. June 12-16, 2001The Training-Seminar in Social Work "Helping Children in Need of Special Protection and Care" Organized by CENTER FOR SOCIAL AND PSYCHOLOGICAL AID "NDOBA" with support of UNICEF /with certificate/  1999 -2005  Professional Training Centre “WORLD IN ENGLISH”  project “Training course for disable people”/teaching English Language to disable children, program coordinator/  1997-2005  Institute of Linguistics  /English Language teacher, program coordinator/  1993-1997  Marneuli secondary school /English Language teacher, form-master  2 scientific works in linguistics  One scientific work in pedagogic  Georgian­­­­­ – native English - excellent Russian - excellent German - fair Polish - fair MS Word, Internet, Excel, Power point, SDL Trados studio Since 1991. |