**NANA BAKHTADZE**

e-mail: nanabakhtadze31@gmail.com

|  |  |
| --- | --- |
| **Education:****Professional experience:****Scientific works and publications:****Languages:****Computer skills:****Driving license:** | 1980-1985Institute of Foreign Languages /with diploma/1990-1995Institute of Pedagogic /post graduate courses/1997-1999Institute of Foreign Languages /post graduate courses/2012-2013European Academic Center(English language teacher, trainer)2000-at present Freelance translator and interpreter 2001 – at presentNotary Bureau, translation agencyTranslator2010-at presentDigital Studio Deluxetranslator 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, 2011Youth Bank (training for young members)(organized by Eurasia Partnership Foundation, interpreter2007 October –2010 JuneInstitute of Asia & AfricaTeacher of Business English 2000-2013Georgian 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%3A%5CDocuments%20and%20Settings%5CAdmin%5C%D0%9C%D0%BE%D0%B8%20%D0%B4%D0%BE%D0%BA%D1%83%D0%BC%D0%B5%D0%BD%D1%82%D1%8B%5CDownloads%5Cwww.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))2000-2005Mobile 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 -2005Professional Training Centre “WORLD IN ENGLISH”project “Training course for disable people”/teaching English Language to disable children, program coordinator/1997-2005Institute of Linguistics /English Language teacher, program coordinator/1993-1997Marneuli secondary school /English Language teacher, form-master2 scientific works in linguisticsOne scientific work in pedagogicGeorgian­­­­­ – nativeEnglish - excellentRussian - excellentGerman - fairPolish - fairMS Word, Internet, Excel, Power point, SDL Trados studio  Since 1991.  |