

# Nino Kapanadze

**Address:**

Tbilisi, Tsinandali Str. №17

**Phone number:** + (995) (32) 2 90 00 00 /27

**Email:** Career@seu.edu.ge

## Education

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- **2017-** Georgian National University – Master’s Program in Education Administration
- **2009-2013** – Georgian National University SEU – Bachelor’s Program in Business Administration

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## Work Experience:

- Manager of Career Development and Alumni Relations Office, Georgian National University SEU Ltd, 01.2014 - 05.2017.
- Intern of Career Development and Alumni Relations Office, Georgian National University SEU Ltd, 01.2012-01.2013

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## Skills and Competencies:

- Strategic and analytical thinking;
- Skill of working in a team;
- Time management
- Interpersonal skills
- Organizational skills
- High sense of responsibility
- Experience of working in stressful environment

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## Foreign Languages

- English – C2
- German – A1

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## Additional qualifications (trainings, seminars):

- Project management certificate 08.2020-09.2020

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## Computer Programs:

- Microsoft Office Word (good), Microsoft Office Excel (good), Microsoft Office PowerPoint (good), Adobe Audition (very good), Corel (satisfactory), Photoshop (good), Premier Pro (good), Microsoft Office Outlook (good)