



Ketevan Chkhartishvili

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ABOUT ME

I am a dedicated MBA student with an unwavering passion for continuous self-development and a genuine enthusiasm for exploring diverse opportunities that foster both professional and personal growth. I thrive on meaningful communication and have an insatiable curiosity to broaden my horizons.

WORK EXPERIENCE

04/2022 – CURRENT Tbilisi, Georgia

WEB COPYWRITER FINANCE MAKERS

- Generating, prioritizing and reviewing content ideas for company-owned and partner companies' websites
- Content creation for various English-language websites on business, trading and financial markets
- Content management, processing, creation in WP for a Georgian business website, and then managing the necessary social media marketing for the same website on Facebook
- Content creation and management in the WP system for a website on the crypto industry

12/2023 – 04/2024 Tbilisi, Georgia

PARTNERSHIP MANAGER FM LLC

- Searching new partners
- Contact them via Gmail
- Make negotiations and coordinate processes with CEO

03/2023 – 01/04/2024 Tbilisi, Georgia

CONTENT CREATOR IPOVESASTUMRO.GE

- Creating textual content for the website
- Discussing ideas and topics needed with the company to develop the website
- Technical development of content, along with the creation of visual content in the WordPress

05/2023 – 01/01/2024 Tbilisi, Georgia

CONTENT MANAGER CRELATIVE TECHNOLOGIES LLC

- Generate ideas for web content. Review and prioritize them with the company head
- Decide the style and the structure of the content
- Search and create photo content
- Create textual content
- Make SEO integration

02/2022 – 04/2022 Tbilisi, Georgia

REAL ESTATE SALES REPRESENTATIVES TBILISI REALTOR

- Negotiating with real estate owners and offering company services to them
- Finding new partners in the form of real estate owners
- Contacting potential and existing customers and offering them different alternatives according to their requirements
- For customers to see the selected options on the spot and learn the details
- Signing the necessary agreements between the company, partners and customers

08/2019 – 11/2019 Tbilisi, Georgia

SALES CONSULTANT BADAGI

- Offering the company's products and providing full consultation to interested customers
- Selling the company's products
- Work with the cashier
- Daily financial accounting and forwarding to the company management
- Weekly distribution management, product receiving, sorting, accounting

09/2018 – 12/2018 Batumi, Georgia

PERSONAL TEACHER FREELANCER

- Conducting daily lessons for schoolchildren in geography, biology, English and Georgian languages, mathematics

● **EDUCATION AND TRAINING**

01/02/2024 – 31/07/2024 Eisenstadt, Austria

DOUBLE-DEGREE MBA IN AUSTRIA FH Burgenland

09/2023 – CURRENT Tbilisi, Georgia

STUDENT OF MBA Ilia State University

03/2022 – 07/2022 Tbilisi, Georgia

SUCCESSFULLY ATTENDED THE COURSE OF ICT PROJECT MANAGEMENT Unilabi from Ilia State University

09/2018 – 07/2022 Tbilisi, Georgia

BACHELOR'S DEGREE IN BUSINESS MANAGEMENT Ilia State University

08/2021 – 01/2022 Kaunas, Lithuania

ERASMUS+ EXCHANGE STUDENT AT THE SCHOOL OF ECONOMICS AND BUSINESS Kaunas University of Technology

2021 – 2021

GRAPHIC DESIGN COURSE unilabi from Ilia State University

09/2020 – 01/2021 Tbilisi, Georgia

SUCCESSFULLY ATTENDED THE COURSE OF GRAPHIC DESIGN Unilabi from Ilia State University

08/2018 – 10/2018 Online Course

GRADUATED FROM THE COURSE: MANAGEMENT AND LEADERSHIP - LEADING A TEAM The Open University

09/2006 – 07/2018

SECONDARY SCHOOL Batumi public school #17

● **LANGUAGE SKILLS**

Mother tongue(s): **GEORGIAN**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C2
RUSSIAN	B1	B1	B1	B1	B1
TURKISH	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Workshop on Websites (WordPress) | SEO-Management | Team management tools | knowledge of presentation platforms (PowerPoint, Prezi, Canva) | Content creation in Moodle and Wordpress

● **HONOURS AND AWARDS**

10/2021
Certificate in Business Experience Challenge – PwC

Second place in the national competition level in Lithuania