

Ms. Natalia Gubeladze

Gender: Female
Citizenship: Georgia
Date of Birth: 01.07.1966
Place of Birth: Kutaisi
Civil Status: Single



Summary

2002 - 2007 - Imereti Regional project consultant - Web developer in UNDP Georgia Country Office

Competency Mapping

Democratic Governance
-- Decentralization and Local Governance (Standard)
- Public Administration and Civil Service Reform (Standard)
ICTs for Development
- Capacity Building (Standard)
- Democratic Governance (Standard)
- ICT Policy Issues (Standard)
- Development of modern ICT-tools
- ICT Applications
- The portals and websites structure and strategy design and realization

Education	Degree	Subject	Institution	Year
	Master Degree in biophysics	biophysics	Tbilisi State University	1989 – 1992
	B.Sc.	biophysics	Tbilisi State University, Georgia	1983 - 1989

Language skills From 1 to 5, where: 1 is basic pleasantries 2 is limited conversation 3 is professional dialogue 4 is non-native fluency 5 is native fluency	Language	Speaking	Reading	Writing
	English	3	3	3
	Georgian	5	5	5
	Russian	5	5	5
Computer skills	Microsoft Windows Microsoft office Internet Explorer Adobe Html			

Professional experience	<p>Organization: UNDP Georgia Title: Project Consultant in Web development Country of work: Georgia Began: 15.09.2002 : Address: 3, Rustaveli av. Kutaisi , Georgia Projects: On-going: - 00012708 "Support for Democratic Governance in the Imereti Region of Georgia", up-coming: - Modernization and Democratization of the Regional Administration System in Ajara Autonomous Republic of Georgia - Support to Democratic Governance in Qvemo Qartli Region of Georgia - Support to Democratic Governance in Guria Region of Georgia - Assistance to the Electoral Administration of Georgia</p> <p>Work description: 1. Analysis and preparation of recommendations for development of Special Software Complex of the Management Information System (MIS) for the Imereti Regional Administration. 2. Participation in Project's Special Software Complex design, creation, testing, implementation, adaptation and training activities. 3. Preparation of didactical manuals, recommendations and proposals, user guides and instructions. 4 Participation in filling and updating of the Web site of Imereti Regional Administration. 5. Creation and design of Imereti Regional Portal on the base of Imereti Regional administration web site www.imereti.ge 6. Formulation and design of architecture, IT modules, application and Services of Imereti Regional Portal 7. Building partnership for information promotion of Imereti regional Portal topics, modules and Applications 8. Testing, administration and information updating of the Imereti regional Portal 9. Participation in creation and design of NCTeam official web-site – www.cims.ge 10. Testing, administration and information promotion of www.cims.ge 11. Participation in e-clubs selection, formation and preparation for work. 12.Participation in e-clubs operation coordination and monitoring. 13. Participation in creation and design of Regional web-sites of Ajara, Qvemo qartli and Guria Regions. 14. Participation in Formulation and design of multiregional portal on the base Imereti regional portal and web-sites of Ajara, Qvemo qartli and Guria Regions. 15. Participation in Formation, design and information promotion of virtual consultation center http://consultation.imereti.ge Building partnership for information promotion of virtual consultation center. 15. Participation of creation of e-clubs network in the Imereti, Ajara, Qvemo qartli and Guria Regions. 16. Planning and organizing of training courses, workshops in the field of responsibility. 18. Participation in preparation of projects' progress, annual and final reports.</p>
	<p>Organization: GeDG Union (Georgia Development Gateway Union) Title: Regional Partnership coordinator Country of work: Georgia Began: 01.01.2001 Ended: 01.08 .2002 Work description: Creation of regional partnership network for information promotion of GeDG portal; Preparation of pilot version for regional on-line society groups; Creation of e-government elements for Imereti regional government; Promotion of e-commerce activity in Imereti region</p>
	<p>Organization: WB project - Georgia Development Gateway</p>

	<p>Title: Regional Coordinator Country of work: Georgia Began: 08.1999 Ended: 12.2000 Work description: provision of Imereti region legal information; consultations on drawing up the legal documents; design the site map structure of "Imereti" sub-site of Georgia gateway portal.</p>
	<p>Organization: European Union Project. " Title: Expert of the Business Communication Center Country of work: Georgia Began: 01.1996 Ended: 08.1999 Work description: provision of Georgian business and legal information, consultations on drawing up the business and legal documents</p>
	<p>Organization: Tbilisi State University Dep. of Biophysics Title: assistant, Chief of IT-lab Country of work: Georgia Began: 01.09. .1999 Ended: 01.09.1992</p>

Skills and Experience	Project assessment	ICT modules and application formulation and design
	Project monitoring and evaluation	Web portal Development

Participation in Events and Trainings (last 3 years)	<ul style="list-style-type: none"> • DGF-KTC In Class program: Internet Business Application - Korea Information Strategy Development Institute 23 June-7 July
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Publications: - 7 scientific editions

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