

Ms. Maka Shaishmelashvili



Gender: Female
Citizenship: Georgia
Date of Birth: 13.12.1975
Place of Birth: Tbilisi
Civil Status: Married

Employment / Institutions	UNDP Georgia Title: Projects' Administrative Assistant (Governance, ICTD)
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Summary	Since 1998 - ICTD & Governance Projects' Administrative Assistant, UNDP Georgia
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Competency Mapping	<ul style="list-style-type: none">- Lawyer;- Office management;- Programmes'/Projects' administrative assistance;- Projects' activities reporting;- Planning, organizing & holding of training sessions, courses, symposiums, conferences, workshops & etc.;- Projects' presentation sessions planning, organizing, realization;- Programme/Project & Office PR-activities;- Data bases design, testing, implementation, adaptation.
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Education	Degree	Subject	Institution	Year
	Certificate in C.Sc.	IT	Business Communication Center, Tbilisi, Georgia	1997 - 1998
	B.Sc. in Jurisprudence	Law	Tbilisi Humanitarian University, Tbilisi, Georgia	1993 - 1997

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	2	3	3
	Georgian	5	5	5
	Russian	5	5	5
Computer skills	MS Windows; MS Office; MS Photo Editor; Adobe Photoshop; NC; Corel Draw; Adobe PageMaker; Adobe Acrobat; Internet			

Professional experience**Organization:** UNDP Georgia**Title:** Projects' Administrative Assistant**Country of work:** Georgia**Began:** 01.06.1998**Ended:** ...**Address:** Office 6, 94 Paliashvili str., Tbilisi, 0179, Georgia**Projects:****Completed:**

- GEO/96/005 "Improvement of Public Administration System for Development of Democratic Governance",
- GEO/00/005 "Modernization of Financial System of Georgia: Phase 1",
- 00031399 "ICTD Framework for Georgia",
- 00041623 "Capacity Development of the Ministry of Justice in Georgia – Civil Registry Reform Phase 1"

On-going:

- 00041630 "Modernization of Financial System of Georgia: Phase II",
- 00012708 "Support for Democratic Governance in the Imereti Region of Georgia",
- 00036279 "Strengthening Effectiveness and Transparency of the Parliament and Government of Georgia",
- 00040297 "Strengthening Institutional Performance and Capacity for Public Sector Control",

Work description:

1. Project National Consultants and Assistants Team's administrative assistance;
2. Participation in Project activities planning, organizing, realization, such as Project PR-activities, NCTeam's business meetings, visits, official journeys and business trips, etc.;
3. Participation in preparation and development of Project special software, data bases design, testing, implementation, adaptation and filling;
4. Training courses, symposiums, conferences, workshops, etc. planning, organizing and realization;
5. Participation in preparation of NCTeam's analytical, didactical and methodological materials, recommendations and proposals, manuals, user guides and instructions;
6. Participation in preparation of NCTeam's operational working plans, reports and other Project documentation;
7. Special Internet investigations.

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