

<b>Ms. Nana Kasrelishvili</b>	
<b>Gender:</b> Female <b>Citizenship:</b> Georgia <b>Date of Birth:</b> 07.02.1974 <b>Place of Birth:</b> Tbilisi <b>Civil Status:</b> Married	

<b>Employment / Institutions</b>	<b>UNDP Georgia</b> <b>Title:</b> Projects' Office Manager (Governance, ICTD)
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<b>Summary</b>	Since 1998 - ICTD & Governance Projects' Office Manager, UNDP Georgia
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<b>Competency Mapping</b>	<ul style="list-style-type: none"> <li>- Engineer-programmer;</li> <li>- Office management;</li> <li>- Project activities reporting;</li> <li>- Special software users' guides, manuals, instructions preparation;</li> <li>- Civil servants training in basic computer skills;</li> <li>- Planning, organizing &amp; holding of training courses, symposiums, conferences, workshops &amp; etc.;</li> <li>- Projects' presentation sessions planning, organizing, realization;</li> <li>- Programme &amp; Office PR-activities;</li> <li>- Special software engineering;</li> <li>- Data bases design, testing, implementation, adaptation</li> </ul>
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Education	Degree	Subject	Institution	Year
	B.Sc. in Computer Science	IT	Georgian Technical University	1990 - 1995

Language skills	Language	Speaking	Reading	Writing
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	<b>English</b>	2	2	2
	<b>Georgian</b>	5	5	5
	<b>Russian</b>	4	4	4
	<b>Computer skills</b>	MS Windows; MS Office; MS Photo Editor; Adobe Photoshop; NC; Corel Draw; Adobe PageMaker; Adobe Acrobat; Internet		

<b>Professional experience</b>	<p><b>Organization:</b> UNDP Georgia  <b>Title:</b> Projects' Office Manager  <b>Country of work:</b> Georgia  <b>Began:</b> 01.05.1998  <b>Ended:</b> ...  <b>Address:</b> Office 2, 94 Paliahsvili st., Tbilisi, 0179, Georgia  <b>Projects:</b>  <b>Completed:</b></p> <ul style="list-style-type: none"> <li>- GEO/96/005 "Improvement of Public Administration System for Development of Democratic Governance",</li> <li>- GEO/00/005 "Modernization of Financial System of Georgia: Phase 1",</li> <li>- 00031399 "ICTD Framework for Georgia",</li> <li>- 00041623 "Capacity Development of the Ministry of Justice in Georgia – Civil Registry Reform Phase 1"</li> </ul> <p><b>On-going:</b></p> <ul style="list-style-type: none"> <li>- 00041630 "Modernization of Financial System of Georgia: Phase II",</li> <li>- 00012708 "Support for Democratic Governance in the Imereti Region of Georgia",</li> <li>- 00036279 "Strengthening Effectiveness and Transparency of the Parliament and Government of Georgia",</li> <li>- 00040297 "Strengthening Institutional Performance and Capacity for Public Sector Control",</li> </ul> <p><b>Work description:</b></p> <ol style="list-style-type: none"> <li>1. Project National Consultants and Assistants Team's Office management;</li> <li>2. Project presentation sessions planning, organizing, realization; Office and Project PR-activities;</li> <li>3. Participation in preparation and development of <i>Project Special Software Complex and the Management Information Systems</i> of the public agencies; Project special software engineering; Data bases design, testing, implementation, adaptation;</li> <li>4. Training courses, meetings, sessions, seminars, symposiums, conferences, workshops, etc. planning, organizing and realization;</li> <li>5. Participation in preparation of NCTeam's analytical, didactical and methodological materials, recommendations and proposals, manuals, user guides and instructions;</li> <li>6. Participation in preparation of NCTeam's operational working plans, reports and other Project documentation;</li> <li>7. Carrying out measure necessary to protect the Office and leased equipment, provide on time repairs and functioning;</li> <li>8. Purchasing articles necessary to Office needs, preparing contracts;</li> <li>9. Special Internet investigations.</li> </ol>
	<p><b>Organization:</b> Tbilisi Business Communications Centre  <b>Title:</b> Administrative Assistant, Computer Engineer  <b>Country of work:</b> Tbilisi, Georgia  <b>Began:</b> 09.1997  <b>Ended:</b> 05.1998  <b>Work description:</b>  Assistance, Trainer/Instructor in basic computer skills</p>
	<p><b>Organization:</b> Industrial Company "VIVAT"  <b>Title:</b> Office Manager  <b>Country of work:</b> Tbilisi, Georgia  <b>Began:</b> 10.1996  <b>Ended:</b> 08.1997  <b>Work description:</b>  Administrative assistance, Office management</p>

	<p><b>Organization:</b> Tbilisi Trade Centre  <b>Title:</b> Administrative Assistant  <b>Country of work:</b> Tbilisi, Georgia  <b>Began:</b> 01.1996  <b>Ended:</b> 09.1996  <b>Work description:</b>  Administrative assistance, Office management</p>
	<p><b>Organization:</b> "Tbil Sistemno Technika" Company  <b>Title:</b> Computer Operator/Engineer  <b>Country of work:</b> Tbilisi, Georgia  <b>Began:</b> 11.1990  <b>Ended:</b> 02.1994  <b>Work description:</b>  Software engineering, Assistance in training</p>

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