



Elisabeth TSITAISHVILI

Born in Tbilisi/GEORGIA on 31/08/1977

Residence: Via San Sebastiano 1, 25032 Chiari/ITALY

Available for relocation

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International Relations Expert – Embassy related administrative activities – Management of classified information – Sales & Negotiation Skills – Events & Strategic Networking – Interpreting and Translation – Analytical Abilities and Communication Skills

WORK EXPERIENCE

September 2017 – present (Freelance)

Interpreter/Sales Assistant, Professional Trade Fairs & International Events, ITALY, FRANCE, GERMANY

Identification of potential clients and partners; Organisation and coordination of meetings; Interpreting during negotiations, presentations, and interviews; Responsible for communication and follow-up activities

September 2019 – February 2020

Customer Service Assistant and Translator, NG Group Universal - Brescia/ITALY

Strategic contact management with customers; Development and update of databases; Organisation of trainings; Interpreting and technical translation (brochures, product catalogues and marketing materials)

April 2016 – July 2017

Sales/Export Department Officer at Demac S.R.L. – Milan/ITALY

Support of projects aimed at maximising profits; Development of strategies for acquisition new customers; advise on and support customers regarding the company's goods and services; Customer service during the whole sales cycle: sales proposals, order confirmations, invoices, shipping and payment status updates.

January 2014 – December 2014

International Projects and Donor Relations Coordinator at Insurance State Supervision Service, Tbilisi/Georgia

Liaison with internal and external stakeholders; Coordination and follow-up of international missions' work on-site; Preparation of background information and reporting; Responsibility for the identification of staff skills development, technical assistance and cooperation project opportunities

April 2010 – September 2012

International Relations Coordinator at State Audit Office, Tbilisi/Georgia

Establishment and maintenance of relations with internal and external stakeholders; Development and analysis of international communication plans in support of the organisation's institutional building; Development and update of international cooperation activity documents; Coordination of European Union's assistance tools, bilateral and multilateral cooperation projects; Supervisor responsible for providing the Organization's international activity news bulletin and for the identification of relevant training and internship opportunities for institutional capacity and staff skills' development

December 2008 – April 2010

Database Specialist at Information Management and Mine Action Program/International NGO, Tbilisi/Georgia

Creation of country database combining information management and Geographic Information Systems; Supervisor responsible for customising, operating, and updating the System to make it available to the end users from Georgian government agencies and international humanitarian organisations; Organisation and conduct of trainings for new and existing client staff on the application and use of the software.

April 2006 – October 2006

Programme Purchasing Agent at US Embassy, Tbilisi/Georgia

Oversight and supervision of the procurement of a variety of commodities, primarily of a law enforcement/security nature for the Special State Protection Service of Georgia (SSPS) and the Georgian Border Security and Law Enforcement (GBSLE) Program beneficiaries; Identification of service requirements and capacity development needs; Responsible for tracking the Program budget and for the delivery of commodities to the relevant parties.

September 2004 – December 2005

Security Investigator at US Embassy, Tbilisi/Georgia

Background investigations to verify information (claimed education, employment, and residence) of prospective employees being considered for employment at the Embassy; Conduct of police checks and interviews on people of different nationalities to determine their suitability for employment; Liaison Officer between the US Department of State, Diplomatic Security Service Advance Team, and their Georgian Government counterparts during the US President's visit to Georgia.

September 2003 – September 2004

Administrative Assistant at J.A. Jones International/US Embassy Project, Tbilisi/Georgia

Supervision Assistant responsible for communication from day-to-day correspondence to complex documentation and filing system procedures; Translation services in: Georgian, English, Russian, and Turkish; Assistance of international staff members on consulate issues and travel arrangements; Responsible for verification of office stationary supplies and procurement requests, keeping logs of quality control, safety reports, information requests and purchase orders.

July 2002 – August 2003

Administrative Assistant at JSC Zafer Construction Co./US Army Corps of Engineers, Tbilisi/Georgia

Supervision Assistant responsible for communication and coordination from day-to-day correspondence; Translation services in: Georgian, English, and Turkish; Responsible for logistical arrangements for international expert visits.

December 1998 – July 2002

Executive Assistant to Commercial Counselor at the Embassy of the Republic of Turkey, Tbilisi/Georgia

Communication Strategist and Coordinator: management of communication with local officials and representatives of international organizations; Supervision Assistant responsible for protocol assistance during high-level Governmental visits as well as for other high-profile meetings and events; Contact Person for queries and requests of information and documentation for Turkish and Georgian business representatives.

LANGUAGES

English: Advance

French: Advance

Russian: Advance

Turkish: Advance

Italian: Advance

Georgian: Native

German: Intermediate

EDUCATION

September 2007 – September 2008:

Master in International Affairs and Negotiations, Charles de Gaulle University, Lille/FRANCE

September 1994 – July 1999:

Bachelor in Oriental Studies, Ivane Javakhishvili Tbilisi State University, Tbilisi/GEORGIA

September 1996 – July 1997:

Diploma in Turkish Language, TÖMER Dil Öğretim Merkezi, Konya, Samsun/TURKEY

ADDITIONAL SKILLS

Good knowledge of the main Microsoft software packages;

QUANTO (Sales/Business Management);

Web development and programming: HTML, CSS, and JavaScript (beginner level).

OTHER INFORMATION

September 2016 – October 2018

Event Manager Assistant, Internations social network, Milan Expat Community, Milan/Italy

September 2012 – June 2013

Turkish Language Lecturer for English speaking students, Caucasus University, Tbilisi/Georgia