

PERSONAL INFORMATION

Mariam Bichiashvili



 Tamarashvili str. 10, 0167 Tbilisi (Georgia)

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 mariambichia7vili@gmail.com

Sex Female | Date of birth 05/09/1990 | Nationality Georgian

WORK EXPERIENCE

05/04/2016–15/09/2019

Chief Specialist of event management

Ltd. "Black Sea Arena", Tbilisi (Georgia)

19/07/2018–18/01/2019

Echowaves Festival's Hospitality manager

Ltd. "Anaklia Entertainment Group", Tbilisi (Georgia)

06/06/2015–30/12/2015

Directors assistant

Ltd. "Wide View", Tbilisi (Georgia)

15/04/2014–30/01/2015

Office manager

Quantum Group, Tbilisi (Georgia)

07/01/2013–27/01/2014

Journalist

Georgian Public Broadcasting, Tbilisi (Georgia)

14/10/2007–23/11/2008

Sales manager

Radio Station Europe, Tbilisi (Georgia)

EDUCATION AND TRAINING

10/09/2007–30/06/2011

LOW AND DIPLOMACY

American University for Humanities, Tbilisi (Georgia)

EQF level 8

02/09/1998–04/06/2007

FOREIGN LANGUAGES STUDIES CENTRE, Tbilisi (Georgia)

EQF level 8

19/09/2008–26/06/2010

The private practice of teaching English, Tbilisi (Georgia)

PET (Preliminary English Test)

FCE (First Certificate in English)

PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C1	C2	C1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

- Strong verbal and interpersonal skills;
- Working with the foreign politicians and diplomatic corpus;
- Translating from Russian and English Languages;
- Preparation of technical and other documents;
- Preparation of different kind presentations;
- Organizing different events;
- Excellence in problem solving, research and report writing;
- Safety and operational risk;
- Procurement;

Job-related skills

- MS WINDOWS SYSTEMS;
- MS Office word;
- MS Office Excel;
- MS Office;
- PowerPoint