


PERSONAL INFORMATION

Dali Bagration-Gruzinski

 Chavchavadze II turn, Tsavkisi, Tbilisi, Georgia (Georgia)

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 dali_bagrationi@hotmail.com

WORK EXPERIENCE

12/2019–Present

Director of Vake Kids' Pool

- Heading work of the company including its sales, administration, procurement, etc
- Managing the team of 17 employees

08/2019–Present

Head of Administration

Pharm House

- Organizing all administration work of the company

02/2018–02/2019

Member of the Committee of NGO Affairs

Georgian Bar Association

- Organizing events with NGOs
- Drafting projects
- Assisting ongoing projects

02/2018–02/2019

Member of the Committee of Culture and Sport of the Georgian Bar Association

Georgian Bar Association, Tbilisi (Georgia)

- Developing activities for GBA members
- Organizing sport and cultural events for the members of GBA
- Working on ongoing GBA projects

10/2016–10/2016

Personal Assistant

OSCE Mission to Georgia, Tbilisi (Georgia)

- Assisting international expert in observing elections of 2016
- interpreting/translating upon request

01/10/2015–01/10/2016

Interpreter/translator

Dialogue 2006, Tbilisi (Georgia)

- Providing on-call interpretation/translation services

02/2013–04/2016

Project Assistant

Legal Consulting and Service, Tbilisi (Georgia)

- Assisting LCG lawyers in cooperation and communication with foreign lawyers
- Interpreting/translating upon request

01/02/2012–15/09/2013

English Language Tutor

LEAF (American-Georgian Educational Centre), Tbilisi (Georgia)

- Conducting English language classes for various age groups
- Preparing tests, exams, etc, for various age groups
- Designing classes for IELTS, PET, FCE, CAE exams

01/01/2011–01/01/2012 Lawyer / Paralegal

RSM Georgia, Tbilisi (Georgia)

- Assisting the head of the legal department in his everyday work
- Scheduling meeting, round tables, conferences
- Preparing various types of legal documents

01/11/2009–01/11/2011 Editor / Translator

Publishing House USA ALLIANCE (Tbilisi Branch)

- Editing already translated books before publication
- Translating books from Eng-Geo-Ru and vice-versa

11/2009–11/2009 Assistant

International Labor Organization (ILO), Tbilisi (Georgia)

- Assisting ILO expert in scheduling meetings, organizing their everyday work
- Interpreting / translating upon request

01/10/2009–15/01/2010 Project Assistant

UNECE (EPR Geneva)

- Assisting international experts in communicating with Georgian experts and officials
- Translating various types of documents for UNECE EPR Geneva branch

01/07/2009–01/07/2013 Simultaneous interpreter

Common Courts of Georgia

- Providing simultaneous interpretation service to the Common Courts of Georgia (Tbilisi City Court, Tbilisi Appeal Court, Supreme Court of Georgia, as well as Marneuli, Rustavi and bolnisi District Courts)

01/10/2008–31/12/2008 Assistant to the Ambassador (SRSG)

Council of Europe, Tbilisi (Georgia)

- Assisting the SRSG in his everyday work
- Scheduling meetings, organizing meetings, organizing all trip-related issues related to incoming international delegations
- Translating various types of documents

01/04/2008–10/07/2008 Assistant to the OSCE expert

OSCE, Tbilisi (Georgia)

- Scheduling meetings with CEC members and representatives of various institutions
- Assisting the expert in her everyday work
- Interpreting / translating upon request

15/09/2007–15/09/2009 Interpreter

Greenberg (American research company), Tbilisi (Georgia)

- Interpreting focus groups

14/09/2004–15/09/2009

Researcher

ACT Research, Tbilisi (Georgia)

- Conducting in-depth interviews
- Conducting qualitative and quantitative research

EDUCATION AND TRAINING

01/09/2015–Present

MA in Legal English Translation

Tbilisi State University, Tbilisi (Georgia)

01/09/2008–01/09/2010

MA in Civil Law

Institute of Economics and Law, Tbilisi (Georgia)

01/09/2001–01/09/2005

BA in Journalism and Photo Art

Tbilisi State University of Theatre and Art, Tbilisi (Georgia)

2010

Certificate Ghost of Violence: Women Facing Boundaries 2010 2nd Annual Conference in Gender Studies

Tbilisi State University - Center for Social science

2004–2008

Training in Market and Service quality research (before every project)

ACT Group

2014

Training in trademarks

Georgian Bar Association

2015

Training in Arbitration

Georgian Bar Association

PERSONAL SKILLS

Mother tongue(s)

Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	C1	C1	C1
Russian	B2	B2	B1	B1	B1

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

Communication skills

- Good communication skills gained through my experience working with international experts and communicating with all level of officials

Organisational / managerial skills

- Perfect organizations skills gained through working in stressful environment where had to cope with number of issues at the same time

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

ADDITIONAL INFORMATION

Memberships

Member of Georgian Bar Association (GBA) in civil, administrative and criminal fields