

PERSONAL INFORMATION

Nikoloz Bakradze

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Date of birth 30/04/1994

WORK EXPERIENCE

05/12/2019–05/02/2020

Fallow Researcher

GeoWel Research, Tbilisi (Georgia)

- Help in the development and implementation of research projects
- Review existing materials on a given subject and provide clear and concise summary analysis
- Analyse government statistics on a range of issues, interpreting large quantities of data to draw compelling conclusions
- Conduct small phone surveys, collate and analyse the results
- Arrange, conduct and write-up focus groups
- Conduct interviews with business people, experts and government officials
- Develop questionnaires for large N-surveys in consultation with the research team

21/07/2019–10/04/2020

Monitoring & Evaluation Fallow

USAID Agriculture Project, Tbilisi (Georgia)

- Assist Monitoring & Evaluation Manager in elaborating comprehensive M&E tools for quality data collection, analyses, and reporting;
- Team up and communicate with the Grants Activity Managers, using the Program's methodology, start, coordinate and participate in the process of data collection, database maintenance, and reporting;
- Organizing the collection of financial and program reports on timely bases, ensure the accuracy and completeness of received data and identify gaps and deviations from projections;
- Permanent communication with potential grantee companies. If needed directly participate in financial modelling and assist in drafting other parts of the proposals, including translation and revisions in wording;

24/09/2018–Present

Volunteer

World Bank, Youth Voices Georgia, Tbilisi (Georgia)

Volunteer at the Youth Initiative Group of the World Bank. Main tasks include, but are not limited, identification of needs and challenges of young people living in Georgia, developing surveys, planning projects.

21/09/2018–01/04/2019

Intern

Ministry Of Foreign Affairs, Tbilisi (Georgia)

Participating in the development of a new performance evaluation system at the Ministry; making databases for personal's evaluation; drafting and translating official documentation. Updating personal information of the Ministry employees, other tasks assigned by supervisor.

01/08/2018–10/09/2018

Junior Researcher

University of Georgia

Assisted the senior researcher in developing an in-depth assessment of the labor market in Georgia regarding the employment patterns of young people. Main duties included gathering information through depth interviews; processed data in excel; development final assessment report.

01/04/2017–30/05/2017

Junior Researcher

PH International, Tbilisi (Georgia)

Developed statistical data analysis of the project final outcomes, in particular created the special database in SPSS and EXCEL; preceded all project results statistically.

01/06/2015–31/12/2015

Intern

Ministry of Education and Sciences, Tbilisi (Georgia)

Drafting recommendation on the assessment documents; drafting official correspondence; participating in planning and developing assessment documents; data processing in SPSS program, excel; analyzing statistical data; translating documents from Georgian into English and vice versa

EDUCATION AND TRAINING

24/09/2017–02/07/2019

Master's program "European Integration and Employment Relations

Tbilisi State University; Georgian-American University and the Caucasus University., Tbilisi (Georgia)

03/02/2019–10/02/2019

The Johan Skytte Institute of the University of Tartu.- "Bio-,Geo- and Ethno Politics of the Post-Communist Transformations: 30 years after the fall of the Berlin wall"

The Johan Skytte Institute of the University of Tartu., Tartu (Estonia)

01/09/2012–01/06/2017

Bachelor's degree in Sociology

Tbilisi State University, Tbilisi (Georgia)

20/01/2016–20/03/2016

English Language Advanced Courses/Certificate B 2 level language proficiency

British Council, Tbilisi (Georgia)

01/02/2017–01/03/2017

Basic course in SPSS/ Software package used for the statistical analysis

Ilia State University, Tbilisi (Georgia)

PERSONAL SKILLS

Mother tongue(s)

Georgian

Foreign language(s)

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

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

- Excellent contact skills with team members gained through experience as a captain of basketball team of Tbilisi State University
- Good communication skills gained through my experience as a interviewer

Organisational / managerial skills

- Good leadership skills gained through my experience as mobile group leader

- Good organisational skills gained as an intern of Ministry of Education and Sciences

Job-related skills

- Good analytical skills
- Excellent time management skills
- Detail oriented

Digital skills

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

Digital skills - Self-assessment grid

- Good command of Microsoft office programs: Excel; Word; PowerPoint
- Basic knowledge of SPSS programme