

To whom it may concern,

I would like to express my motivation to join Ministry of Labor, Health and Social Affairs as a Social Standards Specialist. As the field is relevant to my interest and experience in political, educational and social programs, communication and social inclusion, I would highly appreciate an exceptional chance to contribute to managing COVID-19 outbreak.

I currently work at the Creative Caucasus as a Project Coordinator. I coordinate activities to support the development of the creative industries in the Caucasus Region by closely collaborating with leading EU organizations. Together with stakeholders involved, we focus on engaging larger community, especially women and minorities. Prior to my current position, I served at American Councils for International Education Georgia as a FLEX (Future Leaders Exchange Program) Recruiter. As a FLEX alumna, I have had a closer understanding of the recruitment activities but organizing and conducting testing and interviews in different regions of Georgia, working with confidential documents, completing material processing and multitasking in a time-intensive environment has exceeded my expectations. The diverse experience strengthened my leadership and organizational skills and allowed me to contribute to finding the right talent for this exceptional opportunity. We paid special attention to recruiting students with disabilities, which I was in charge for. I also have experience of working at American Councils on a position of Programs and Administrative Assistant. I was in charge of handling social media and other forms of communications, representing the organization at official functions and assisting with FLEX, CLS (Critical Language Program) and other program issues. I conducted TOEFL, SAT and GRE together with preparing reports and paperwork for the organization.

I graduated from the Corvinus University of Budapest, with a major in Bachelor of Arts in International Relations. I specialized in European Integration and dedicated my thesis to "EU's external relations: the case of Georgia". Along with my studies, I have been actively involved in cultural and volunteering activities. I was a Communications and Project Assistant at an Institute for Cultural Relations Policy (ICRP) in Budapest, being responsible for the event planning process, editing ICRP publications, recruiting interns and covering social media and communications for "Diplomacy & Beyond" event series, conferences and training involving 5+ countries. We often carried out local and international projects focused on human rights, social inclusion and cultural diversity with our partner organizations. One of my most crucial experiences was co-organizing Erasmus+ project "Equality in law, equality in work" in Valencia, Spain, for which I co-wrote and implemented a project, created non-formal educational activities for the training course and led a group of Hungarian participants. Moreover, I have experience of working as a mentor for new scholarship holders coming to study at the Corvinus University of Budapest through the Hungarian Scholarship program for Bachelors, Master and Ph.D. studies. Along with helping them with administrative tasks, I was in charge of providing cultural guidance, planning events, assisting them through the adjustment process and preparing monthly reports to reflect on the process. I have worked as a Communications Officer at YATA (Youth Atlantic Treaty Association) Georgia, organizing discussions, roundtables, workshops, covering social media and arranging meetings with NATO representatives and Georgian governors for local and international events. We mostly worked with minorities, especially with internally displaced students. One of the most remarkable events we co-hosted was NATO Advanced Research Workshop, bringing together high officials and experts from 40 countries. I was responsible for Social Media, communication, and event management and reporting.

Believing in the organization's work, mission and my role in it has always been my priority. Having conserved skills and knowledge from working at NGOs, governmental and

international organizations in addition to volunteering and cultural experience, I am eager to coordinate and manage implementation of the procedures and management plans comprising of social risk management, stakeholder and community engagement and relevant risks and impacts as they arise. Together with professional skills, the ability to adjust and adapt to a new working environment is just as important. Having lived in the United States and Hungary, I can confidently say that I am equipped with such skills. One of the most remarkable highlights of my life is FLEX, which was indeed a turning point in my life and not only changed my values of tolerance and respect for different cultures and people, but also formed new goals and interests in my life. Along with my background, my personality will greatly contribute to the organization's work. I am a hardworking and very curious person, who always tries to learn something new. This personality trait helped me gain diverse international educational, work and volunteering experience. Creativity and creative thinking is something that has often helped me find alternative solutions to problems and have an open mind about what would work best.

I believe that with my skillset, outlined above, I am a strong candidate for the position offered. I am looking forward to joining MoLHSA and efficiently manage pandemic in Georgia.

Thank you for your consideration!

Sincerely,
Tamar Shatberashvili