

SALOME CHUKHUA

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DoB: 06.01.1990

WORK EXPERIENCE

March 2018 – Present

PROJECT MANAGER | PUBLIC SAFETY COMMAND CENTER 112

- Manage and coordinate purchase and implementation of triage system - ProQA software - Medical, Police, and Fire protocols.
- Manage Millennium Challenge Account – Georgia Small Grant Scheme
- oversee the introduction of the Early Warning System in Georgia
- Represent 112 at international level

January 2017 – February 2018

FREELANCE TRANSLATOR/EDITOR | INTERNATIONAL CHAMBER OF COMMERCE GEORGIA (ICC)

- Translate legal documents, trade, and business-related guidelines, articles, statements, press releases, project proposals from English to Georgian and vice versa;
- Provide review and verification of translation work as required, including materials created by third-party translation services;

September 2017 – October 2017

LTO TEAM INTERPRETER | NATIONAL DEMOCRATIC INSTITUTE NDI

Observing October 21, 2017, local self-government elections in Adjara and Guria. Team deployment location – Batumi, Adjara, Georgia;

- Provide consecutive interpretation and written translation from English to Georgian and vice versa;
- Arrange meetings with stakeholders
- Summarize, in English, election-related news published/broadcasted in Georgian
- Provide political analysis, statistical data for weekly LTO reports

September 2014 – June 2017

PROJECT MANAGER | PUBLIC SERVICE DEVELOPMENT AGENCY

With the financial support of IREX | Bill and Melinda Gates Foundation

- Supervise construction/reconstruction of village libraries, purchase of equipment, furniture; Introduction of public and private sector services (the concept of Community Centre) in libraries
- Supervise the training of library staff and front-line operators responsible for delivering public and private sector services in library buildings
- Management of project funds in compliance with Georgian legislation and donor requirements
- Reporting to Donor, M&E

June 2012 – September 2014

ANALYST | INSTITUTE FOR DEVELOPING OF FREEDOM OF INFORMATION (IDFI)

Financial support – EWMi G-PAC.

- Monitoring the websites and official Facebook pages of government institutions and parties
- Studying the worldwide standards of e-governance and e-participation
- Developing recommendations and introducing them to the corresponding government entities
- Researching audit reports, studying legal background in order to elaborate recommendations

February 2012 – January 2016

PROJECT MANAGER | AGILE

Financial support – National Endowment for Democracy (NED).

- Reporting to donor
- Drafting and submitting proposals after completion of each phase
- Supervising the organization of project activities in 5 cities

November-December, 2010

CONSULTANT; RESEARCH ASSISTANT | HUDSON INSTITUTE

- Assist Hudson Institute Fellow with Net Assessment Studies
- Collect and analyze information about Reformation and the Soviet Union

EDUCATION

2007-2011

Bachelor of Social Sciences; Ilia State University (Tbilisi, Georgia) Major: European Studies; Minor: Liberal Arts

TRAINING, COURSES, AND CERTIFICATES

May 2 - June 20, 2019

Practical Project Management
University of Bank of Georgia

April 2019

Microsoft Project 2016 Essential Training
LinkedIn

March 2019

Cert Prep: Project Management Professional (PMP) ®
LinkedIn

5-9 November, 2018

Crisis Communication
NCDC, WHO;

September 2016

IT Management for non-IT Managers
Management Academy; Tbilisi, Georgia;

July 2015

Presentation Skills
IOM (International Organization for Migration); Tbilisi, Georgia.

June 2012

Paradox of Stability: The Role of Peace and Conflict in State-building
Berlin Free University, OSCE Academy, DAAD, Federal Foreign Office.

SKILLS

- **Languages:** English – fluent / Russian – good / French – B1
- **Computer skills:** Windows / MacOS / MS Office / G Suite Tools
- **Programming:** HTML / CSS