



# Nino Darjania

## Manager

## Contact

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### Email

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### Address

2 George Avalishvili ST., Tbilisi

## PRO Skills

- Creative
- Meticulous
- Inspirational
- Diplomatic
- Supportive

## Computer Programs

- Workplace Chat - Microsoft Teams
- Excell, PowerPoint, Word
- Transcendent
- AutoCAD
- Designer - Lighting Systems
- BMS
- Photoshop, CorelDRAW, Adobe Premiere Pro

## Language

- **English** Advanced
- **Russian** Advanced
- **Georgian** Native

## Experience

**2020 - Present**  
Mtskheta, Georgia

### **Honorary Consulate of Mexico in Georgia** Executive Assistant to Honorary Consul

Assist Georgian citizens who require consular assistance. schedule appointments, and check all documentation prepared for a visa. Exchange information and cases with the Consulate of Mexico in Turkey, respond to emergency situations

**2020 - Present**  
Mtskheta, Georgia

### **JSC Coca-Cola Bottlers Georgia** Office Administrative Manager

Manage and coordinate all administrative procedures and systems, offer solutions for improvement, schedule and organize meetings, allocate responsibilities, motivate staff, route and screen all incoming calls,, order and receive parts, equipment, and materials for office and factory, liaise with clients and suppliers, plan travel arrangements, process outgoing and incoming mail,

**2019 - 2020**  
Tbilisi, Georgia

### **Sheraton Grand Tbilisi Metechi Palace**

#### Facilities Maintenance Coordinator Administrative Assistant

Provide facility maintenance and preventative maintenance, direct and control the day-to-day operations of the department, work in a team environment under short timelines, maintain high-level Safety standards, prepare the work schedules, answer phone calls, organize files, schedule meetings, maintain databases

**2018-2019**  
Tbilisi, Georgia

### **Predato** Digital Marketing Manager

Manage social media campaigns, maintain the company's content, among many other tasks, and measure the effectiveness of various marketing campaigns

**2016 - 2018**  
Tbilisi, Georgia

### **Business & HR Laboratories** Tbilisi State University

Motivate students, share new technologies, translate books, play business games, discuss business cases, share ideas.

**2016**  
Tbilisi, Georgia

### **Informational Center 09** Call center operator

Answer calls about education, history, literature, science, news, location, weather, etc  
search database to obtain needed information.

## Education

2019 - 2022	<b>Georgian National University - SEU</b>
Tbilisi, Georgia	The Faculty of Business and Technology - <b>Management</b>
2014 - 2019	<b>Ivane Javakhishvili Tbilisi State University</b>
Tbilisi, Georgia	The Faculty of Business Administration - <b>Management</b> Mobility at SEU
2018	<b>Collage Mermisi</b>
Tbilisi, Georgia	art of cloisonne enamel
2005 - 2012	<b>Gogi Dolidze Two Stage Music School</b>
Tbilisi, Georgia	Musician - <b>Piano</b>

## Trainings & Certificates

- Service Psychology, Credits, Safety
- Public finances & Strategic Management
- Debates
- 24/7 Entrepreneurship

Bank of Georgia

Association Of Young Economists Georgia

TSU / Georgian Institute For Debate And Education

Entrepreneurs Association

## Marriott International

- Setup and Administration (GXP)
- Social Media: Personal and Professional Impacts
- Email Rules for Working Relationships
- Body Language
- Energizing the Community & Service Refresh
- Risk Management: Job Safety
- Successful Daily Meetings
- TOP-HS-002 General Security
- TOP-HS-003 First Aid
- Global Anti-Corruption
- Be Memorable
- Engineering eCampus - HVAC / Electrical /
- Boilers / Plumbing / Room Preventive Maintenance

## Kaizen Institute

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- History of Lean Management
  - Toyota Way - 14 Principles
  - Resistance to Change
  - 3C Problem Solving
  - PDCA/SDCA Cycles
  - Role of the Lean Leader
  - Daily Kaizen
  - 7 Types of Muda(waste)
  - Autonomous Quality
  - Improvement KATA
  - Business Process Mapping Principles
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## Interests

- Innovations
- Technologies
- Motivational Speeches
- Reading
- Music
- Filming
- Photography
- Videography
- Video Editing
- Ensemble Rustavi - Georgian dances (past)
- Studio Novo - model (past)
- Latin-American and world dances (past)
- Embroidery
- Art of cloisonne enamel
- Woodworking
- Painting
- Writing
- Piano/Guitar
- Translating
- Art of Epoxy & dried flowers
- Art of Polymer Clay