

ANA NIZHARADZE

CONTACT ME THROUGH:

-Phone: +995 599 07 65 35
-Email: a.nizharadze21@gmail.com
-Adress: Zghvis ubani, XI M.D / II Block

PROFESSIONAL SKILLS

- Meta Ads Specialist
- SEO and SEM
- Adobe Photoshop, Adobe reader
- Movie Maker, Video Maker
- Copywriting and Content Creation
- Microsoft Word, PowerPoint, Excel.
- Communications
- Creative
- Leadership
- Team Player
- Project Management
- Decision Making skills

PERSONAL SKILLS

- Responsible
- Creative Spirit
- Fast-learner
- Open Minded
- Organized
- Motivated

LANGUAGES

- Georgian (Native Speaker)
- English (Advanced)
- Spanish (Beginner)

WORK EXPERINCE

Social Media Manager

Social Enterprise BABALE | July 2024 - Present

- Managing digital marketing and advertising
- Planning and leading the activities and social campaigns
- Preparing social media materials about different topics

Marketing manager assistant

Visas iespejas - Latvia| August 2022 -August 2023

- Preparing Posts about relevant topics
- keep live translation of actives, filming project events
- Editing photos and videos for Youtube page, creating other visual materials

Communication Manager

USAID Local governance program - Svaneti | August 2023 - present

- Preparing Posts about different topics
- keep live translation of actives, filming project events
- Editing photos and videos for page, creating other visual materials

English teacher

MAC Georgia | March 2022-August 2022

- Forming groups and planning a lesson plan (School students)
- Lesson process management , Processing and delivery of extracurricular materials
- Preparing to participate in projects, organizing conferences and exchange visits

Marketing Manager

LAG MESTIA | September 2021 -December 2021

- Managing digital marketing and advertising
- Planning and leading the activities and social campaigns
- Preparing social media materials about different topics

Event Manager

Social Cafe - „SvanHouse” I February 2020 - March 2022

- Planning and leading the activities
- Participating in annual youth conferences
- planning different types of Events (Festival, trainings, workshops...)

Communication Manager

LAG MESTIA | August, 2019 - present

- Preparing posts about different topics
- Keep live translation of activities
- Editing photos and videos for page

ANA NIZHARADZE

CONTACT ME THROUGH:

-Phone: +995 599 07 65 35
-Email: a.nizharadze21@gmail.com
-Address: Zghvis ubani, XI M.D / II Block

PROFESSIONAL SKILLS

- Meta Ads Specialist
- SEO and SEM
- Adobe Photoshop, Adobe reader
- Movie Maker, Video Maker
- Copywriting and Content Creation
- Microsoft Word, PowerPoint, Excel.
- Communications
- Creative
- Leadership
- Team Player
- Project Management
- Decision Making skills

PERSONAL SKILLS

- Responsible
- Creative Spirit
- Fast-learner
- Open Minded
- Organized
- Motivated

LANGUAGES

- Georgian (Native Speaker)
- English (Advanced)
- Spanish (Beginner)

VOLUNTEER WORK

- Techcill 2023 - Communication and Social media managment - Riga, Latvia 04.2023
- ESC volunteering project in Riga, Latvia 04.2022 - Present
- Helping Hand Volunteer, 02.2020
- Local action Group of upper Svaneti 08.2019
- CENN Volunteer, 09. .2019
- Georgian Ministry of External Affairs - The future European/ 11.2019
- Georgian Ministry of Education - Preserve Cultural Heritage 03. 2018
- Democracy Center - Violence towards women in Georgia - reasons and solutions 07.2018

EDUCATION & TRAINING

Google | July 2023

- Digital Marketing/ Digital Advertising

Erasmus + | May 2023

- youth work | Prague, Czech Republic

GOREMOTE Latvia | October 2022

-International digital marketing course

Erasmus + | October 2021

- Difficulties of people with disabilities | Moldova, Chisinau

Erasmus + | July 2021

- choose respect | Bulgaria, Ruse

Atinatl | December 2019

- European Union and Georgia

LAG Upper Svaneti | July 2019

- Communication and PR

Erasmus + | October 2019

- Peace | Germany, Munich

IBSU | August 2017

- Personal Development

The art of Debate | September 2017

- Debate structure and techniques

Khaishi High School

High School Diploma | Graduated June 2020

International Black Sea University

international Relations BA | September 2020 - present