

SALOME GVELESIANI

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 Shevardenidze st. 3
 Tbilisi, 0160
 Georgia



A capable and resourceful project coordinator with good experience in event development; self-motivated, enthusiastic, with a positive attitude and proven ability to ensure the smooth running of each event hosted; Ability to keep a level head at all times and considers no job too big or too small; Looking for career advancement with a company that will utilize my problem solving skills and allow me to further develop my potential.

EVS Coordinator Feb 2013- Present

Association "Georgian Youth for Europe" (Rustavi, Georgia)

- Negotiate with partner organizations on international projects
- Recruit European Volunteers
- Organize volunteers' daily schedule
- Evaluate EVS volunteers' related projects

EVS Volunteer and Journalist March 2012-2013

Pasaule Musu majas" (Rezekne, Latvia)

- Coordinated project logistics
- Created the "Ecoart for ecomission" project
- Wrote weekly news articles about youth in the city

Administrator May 2010-2011

"Geneva Lux" (Tbilisi, Georgia)

- Managed staff issues
- Sold high-end watches and jewelry
- Advised VIP customers about potential purchases

Tele-radio Journalism Baccalaureate
 The Institute of Mass media and Communications (Tbilisi, Georgia) June 2010

Secondary Education
 Public School Number 10 Moscow, Russia May 2006

Georgian (Native) • Russian (Fluent) • English (Advanced)

Creativity, Communication, and Goal-Oriented