



# Luka Eradze

## Sales Manager/Translator/Freelancer

Reliable individual, who can work with anyone. Offers top quality services in the field specified. Works under the strictest deadlines does not let pressure affect the quality of work. Young, full of promise, can easily adapt and learn. Experienced and if necessary can become a strong leader of the group and projects. Is accustomed to hard work and discipline, as a result of being a professional athlete.

## Contact

### Phone

+995 571 27 33 33

### Email

lukaeradze200@gmail.com

### Address

Nutsubidze St 14b, Tbilisi

## Education

2026  
**Food Science and Technology**  
Agricultural University of Georgia

## Skills

- Negotiations with clients
- Good communicator
- Leader
- Working under any type of deadline
- Sales Management
- Time Management
- Translation
- Localization
- Proofreading
- Transcription
- Copywriting
- Outstanding attention to detail
- Video editing
- Davinci Resolve
- Adobe Photoshop

## Language

English C2

Russian C1

Georgian Native

## Experience

### ○ 2023- 2023

#### Productive Playhouse

##### Georgian to English Transcriber/Translator

- Completing transcriptions with outstanding precision and efficiency to meet assigned turnaround timeframes.
- Transcribing audio from various sources, listening attentively to deliver correct, accurate dictation.
- Editing existing transcripts to eliminate error, ensuring accuracy and conformance with transcription style guides.

### ○ 2022 - 2023

#### Mika Translations

##### The Head of Georgian Department/Translator

- Translating several types of documents from Georgian to English and vice versa.
- Attending live court hearings of the Irish court, as an interpreter, consecutively interpreting/translating speech from Georgian or English and vice versa.
- Consecutively translating speech of many types of people with different education levels and fields of study (Medical, Law, Etc.)
- Working under any deadlines and pressure.
- Worked with sensitivity across emotive translation topics and circumstances.
- Managing the team of translators
- Building connections with new clients

### ○ 2020-2023

#### Lucky Invest LLC

##### Sales Manager

- Managing foreign relations
- Handling specific types of documents.
- Involved in the workflow of the company.
- Representing the company effectively with comprehensive knowledge of our offerings
- Generating leads, and establish and nurture client relationships
- Meeting with potential clients and grow long-lasting relationships that address their needs
- Managing the month-end and year-end close processes
- Creating and executing a strategic sales plan that expands our customers base and extends the company's global reach