|  |  |  |
| --- | --- | --- |
|  | Curriculum Vitae |  |
| Marina Kutsnashvili |  |
| Application for: **ადამიანური რესურსების შერჩევის სპეციალისტი**Tbilisi, GEORGIA Mobile: (995 99) 244855,  Fax: (995 32) 311787; E-mail: m.kutsnashvili@hotmail.com |  |
| **Date of Birth** | November 4th 1977 |  |
| **Citizenship** | Georgia, Russian Federation |  |
| **Education** |  |  |
| **1995-2000** | **Russian-French University** based on 2 (two) Russian and 2(two) French Universities: |  |
|  | **On the Russian side**: |  |
|  | Nizhniy Novgorod State University (Dobrolubova), **Law Department**  | N. Novgorod, Russia  |
| **Diploma** | **Lawyer** (Diploma on Intellectual Property Rights)  | N. Novgorod, Russia  |
|  | Nizhniy Novgorod Linguistic State University (Lobachevskogo), **Translator Department** |  |
| **Diploma** | **Linguist, Interpreter/Translator** (English, French, Russian) |  |
|  | **On the French side:** |  |
|  | University of Pierre Mendes  | Grenoble-2, France  |
|  | University of Stendhal  | Grenoble-3, France |
| **Certificate** | **Graduation Certificate, Linguist, Lawyer** |  |
|  |  |  |
| **1998** | **Summer School** for Russian Law Students, COLPI Program, Supported by the Open Society Institute | Moscow, Russia |
|  | International Law, American Court Procedures and other disciplines |  |
| **Certificate** | **Graduation Certificate** |  |
|  |  |  |
| **1998-1999** | **Central European University**  | Budapest, Hungary |
|  | Legal Studies Department  |  |
|  | External Russian Law School Program of the Legal Studies Department of Central European University, Supported by the Open Society Institute. |  |
|  | Constitutional Law, European Law, Corporate Law |  |
| **Certificate** | **Graduation** **Certificate** |  |
|  |  |  |
| **2005** | **Georgian Ministry of Justice**  | Tbilisi, Georgia |
|  | Management Skills Training Course in English and Georgian  |  |
| **Certificate** | **Training Completion Certificate** |  |
|  |  |  |
| **2005** | **Georgian Ministry of Justice**  | Tbilisi, Georgia |
|  | Business Law, Contracts under English/American System of Law in English and Georgian |  |
| **Certificate** | **Training Completion Certificate with Outstanding Achievement** |  |
| **2009** | **Georgian Accountant’s Association** | Tbilisi, Georgia |
|  | Accounting Courses Completion Certificate |  |
|  |  |  |
| **Experience** |  |  |
| **2010 till present**  | **GOLDEN FLEECE CAPITAL LLC** | Consulting Company |
|  | **Consultant** |  |
|  | * HR
* Contracts Management
* Invoicing
* Participation at the Marketing Events
 |  |
|  |  |  |
| **2009- oct 2010** | **ZIG-ZAG LLC** | Kids Clothes Shop |
|  | **Owner-Director**  |  |
|  | * Hiring and training of the sales personnel
* Shop’s general management
* Marketing analysis
* Sales strategy development
* Purchase of the clothes: from Turkey, clothes design and manufactory operation
* Design and coordination of the shop’s furniture preparation
* Book-keeping, submission of the declarations
 |  |
|  |  |  |
| **2000 till present** | **GEO-ENGINEERING LLC** | Engineering Company |
|  | **Manager - Contracts, Insurances, Marketing, HR**  |  |
| **Clients:** | *BP, GPC, American Embassy, ERGIL, USAID, Millennium Challenge Georgia, Tebodin,**PA Consulting, Spie-Capag Petrofac, etc* |  |
|  | * Project’s Management
 |  |
|  | * Coordination of Company’s Subcontractor’s activities on contractual issues
 |  |
|  | * Drafting and Negotiation of Different types of Contracts with Clients, Subcontractors, Partners (English, Russian, Georgian)
* Insurances
 |  |
|  | * Purchase Orders and Work Orders, Orders preparation, communication with Suppliers and Couriers, delivery control
 |  |
|  | * Hiring of the employees for the announced vacancies
 |  |
|  | * Preparation of Invoices and Invoice supporting documentation, invoices filing and timely payment coordination
 |  |
|  | * Preparation of marketing information and documentation, Design of Visit Cards, Booklets
 |  |
|  |  |  |
| **Language Skills** | **Native Russian**  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speaking**  | **Reading**  | **Writing**  |
| **English** | Excellent | Excellent | Excellent |
| **French** | Good | Excellent | Good |
| **Georgian** | Good | Good | Good |

 |  |
| **Other** |  |  |
| **2005** | GeoEngineering’s Second Representative at the **American Chamber of Commerce**,  | Tbilisi, Georgia |
| **2004** | Participated in **Georgian Business Code of Ethics** drafting under sponsorship of American Chamber of Commerce in Georgia | Tbilisi, Georgia |
| **Internship** |  |  |
| **1998** | Court of Dzerzhinsk, Russia, Civil Department, Assistant to Judge | Dzerzhinsk, Russia |
| **1997** | Administration of Dzerzhinsk, Russia, Legal Department, Lawyer | Dzerzhinsk, Russia |
| **1996** | Administrative Commission of Dzerzhinsk, Russia,Secretary of the Commission | Dzerzhinsk, Russia |
|  |  |  |
| **Recommendations:** | Available upon Request |  |
| **Computer Skills:** | MS Office |  |
|  |  |  |
| **Certification:** |  |  |
| *I, the undersigned, certify that the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.* |
|  |  |  |
| *Signature* | Marina Kutsnashvili *Day/Month/Year* | 13 August 2012 |