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|  | 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](mailto: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** |  |
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| **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** |  |
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| **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** |  |
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| **2005** | **Georgian Ministry of Justice** | Tbilisi, Georgia |
|  | Management Skills Training Course in English and Georgian |  |
| **Certificate** | **Training Completion Certificate** |  |
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| **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 |  |
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| **Experience** |  |  |
| **2010 till present** | **GOLDEN FLEECE CAPITAL LLC** | Consulting Company |
|  | **Consultant** |  |
|  | * HR * Contracts Management * Invoicing * Participation at the Marketing Events |  |
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| **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 |  |
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| **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 |  |
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| **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 |
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| **Recommendations:** | Available upon Request |  |
| **Computer Skills:** | MS Office |  |
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| **Certification:** |  |  |
| *I, the undersigned, certify that the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.* | | |
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| *Signature* | Marina Kutsnashvili *Day/Month/Year* | 13 August 2012 |