

Elene Godziashvili

CV

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Profile

- Professional working skills in management of public health projects / administrative management
 - Extensive working experience with international organizations as well as in a national public health institution
 - Ability to develop professional communication with international partner organizations and stakeholders including relationship with cross-sectoral governmental officials and agencies
 - Professional skills in business correspondence
 - Experience in working on international agreements and memorandums, translation skills
 - Performing at optimal levels in highly stressful situations
 - Team building player
 - Computer Skills
 - Foreign Languages: English (Fluent), Russian (Fluent)
 - Participation in various international conferences and workshops
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Working Experience

February 2017 – present

LEPL. L. Sakvarelidze National Center for Disease Control and Public Health under the Ministry of Labor, Health and Social Affairs of Georgia

Position - Chief Specialist of International Relations Division

Responsibilities

- Coordination of the organization's international directions, namely, US donor-based programs; Administrative Manager of public health / research project (CDC / Atlanta funded); coordination of international educational project for clinical medicine professionals (BMJ Porject); organizing and managing various events, meetings, conferences; drafting promotion materials for international partners; running business correspondence with international partners and oversea institutions; reporting to donors.

2011-2017

LEPL. L. Sakvarelidze National Center for Disease Control and Public Health under the Ministry of Labor, Health and Social Affairs of Georgia

Position - Chief Specialist of Executive Office / Administrative Department

Responsibilities

- Executive assistant to the Director General (including drafting and translation of personal correspondence, preparing Power Point Presentations and speeches, attending the meetings and preparing minutes; execution of various tasks)
- Coordination of international relations with the Center's largest foreign partner organizations and active involvement in implementation of ongoing project activities in the framework of international agreements and MOUs.
- Business communication with governmental agencies, public and private institutions as well as with international organizations and NGOs.
- Supervision of international projects' reports implemented on the organization's basis (2011-2012)
- Assisting all units / departments in administration of English Language documentation, including drafting, translation, proof-reading etc.
- Assisting the Center's Top Management in planning and performing various activities;

2010-2011

Medical- Diagnostic Center "Cardionet" LTD

Position-Executive Assistant to General Manager

Responsibilities

- Administration of daily correspondence;
- Set up appointments, roundtable meetings for top management of the company;
- Preparing of daily reports;
- Working with informational database;

2001–2010

**American International Health Alliance (AIHA) / USAID
Contractor
South Caucasus Regional Office**

Responsibilities

Position – Program / Administrative Assistant

- Coordination of overall project administrative issues;
- Tense working relationship with international and partner organizations;
- Organizing of planned workshops and conferences;
- Involvement in preparation of training materials;
- Drafting of labor contracts, memos etc;
- Assisting AFO in preparing financial reports, bidding and procurement;

1998–1999

International Contacts Center GLS

Position-Office Manager

Responsibilities

- Coordination of company's administrative issues;
- Working with daily business correspondence;
- Planning and developing training materials;
- Translation of various documents;

Education

1995–1999

I.Javakhishvili Tbilisi State University

**Department of Western European Languages and Literature
Major: Philologist of English Language and Literature and British
Studies**

Professional Trainings

Georgian Institute of Public Affairs (GIPA)

General Management Course

(Certified Manager in General Management, Tbilisi, 2017-2018)

Cooperative Agreements Budget Management Training / Global Health Annual Meeting

(CDC, Atlanta, US, 2017)

CDC / PEPFAR Cooperative Agreements Management Training

(CDC, Bishkek, Kyrgyzstan, 2015)

Training course in Project Management

(Management Academy, Tbilisi, Georgia 2015)

Presentation Skills Development Training Course

(GIPA, under the support USAID / Democratic Governance in Georgia (G3) Tbilisi, Georgia 2013)

Workshop for Journalist- Avian Influenza & Disaster Preparedness

(in collaboration with VOA and International broadcasting Bureau, Broadcasting Board of Governors, Tbilisi, Georgia 2013)

Training course in “ The support in developing system of sound chemicals management in Georgia in order to facilitate economic integration with the European Union”

(under the support of Polish Aid Project, Lods, Poland, 2011)

Training course in Project Management

(AIHA Tbilisi, Georgia 2007)