

PERSONAL INFORMATION

Lana Koberidze



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EDUCATION AND TRAINING

27/01/2017–07/2017

Work, Personnel and Organizational Psychology

University of Groningen, Groningen (Netherlands)

09/2016–Present

Work and organizational Psychology

Ivane Javakhishvili Tbilisi State University, Tbilisi (Georgia)

15/09/2011–07/2016

Bachelor's degree in Psychology

Ivane Javakhishvili Tbilisi State University, Tbilisi (Georgia)

WORK EXPERIENCE

09/2019–Present

Recruitment Specialist

Finca Bank

Involved In the Full Cycle of Hiring

Handling Mass Recruitment & Headhunting for Specialised Positions (IT)

Handling Onboarding

Recordkeeping Databases

Coordinating Internship Programs

Working together with Hiring Managers from all over the country.

etc.

01/2018–10/2019

HR Specialist

Public Service Hall, Tbilisi (Georgia)

- Personnel Selection
- Screening CVs/Filtering Candidates.
- Planning Interviews and Arranging Tests for Candidates.
- Managing the Onboarding Process of Employees.
- Using Multiple Platforms for Advertising Job Postings.
- Dealing with correspondence.
- Administering Business Trips/Travel.
- Administering Performance Appraisal Systems.
- Upkeep of Candidate databases.
- Creating Business Plans For HR related goals.
- Implementing and Following Multistep Procedures for Project Management Goals.

03/2016 Human Resources department

National Assessment and Examinations Center, Tbilisi (Georgia)

- Assisting with training of supervisors for national CAT exams
- Assisting on Job analyzes and subsequent update to national standards
- Providing guidance to supervisors during national exams.
- Working with excel databases.

01/10/2016–20/01/2017 Career Counselor & Psychologist

Robert Shuman European School, Tbilisi (0177)

- Career Counseling
- Projective Test application
- Developmental Test application

03/10/2014–28/06/2015 Primary education teaching associate professional

Panevėžio Kastyčio Ramanausko lopšelis - darželis, Panevezys (Lithuania)

- Creative work with children
- Preparation of activities for International Youth
- Teaching English
- Supervision

PERSONAL SKILLS

Mother tongue(s) Georgian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
IELTS 7.5 overall score					
Russian	C2	C2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills ■ Excellent communication skills gained through working abroad with International colleagues.

Organisational / managerial skills ■ Functional analyses for the purposes of contributing to strategic planning.
■ Creating business plans for Software development purposes.
■ Organizing/Administrative skills.
■ Ability to plan activities for large groups of people.

Job-related skills ■ Excellent command of MS office
■ SPSS
■ Adobe acrobat

ADDITIONAL INFORMATION

Courses ■ English taught intensive course on the topics : "Global migration and scenarios for future", Research methods not only in migration studies" delivered by University of Oldenburg.
■ "Performance Appraisal system in Public sector"- Training Center of Justice of Georgia

(License TCJ18-0131)

- "Personnel Selection" - Training Center of Justice of Georgia (License TCJ18-0951)

Workshops

- "Identities in the Marketplace" organized by University of Hamburg.

Congress

3rd Youth Development Congress of ISIE.