

# Maia Rizhvadze

Holding a temporary residence permit in Poland

A communicative, proactive self-starter with three year of Strategic Communication and one years of Brand management experience.

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537447505 📞

Wrocław, Poland 📍

## EDUCATION

### Strategic Communication

Master's at Caucasus University, Georgia

10/2018 - 07/2020

3,65 GPA

### Business Administration and Management

Bachelor's at Ilia State University, Georgia

10/2013 - 07/2017

## PROFESSIONAL EXPERIENCE

### Social Media Manager and Designer

Megadoors, Georgia

04/2020 - 09/2020

*Achievements/Tasks*

- My responsibilities included managing social networks and preparing posters. Also budget and analyze for social networks.

### Marketing and PR Manager

Ingco, Georgia

07/2017 - 03/2020

*Achievements/Tasks*

- As Marketing and PR Manager, I have been planning INGCO brand development strategies, annual action plan and budget. I monitored public and media opinion about the client or employer. **Write and edit content for press releases, brochures, brochures, speeches, newsletters, websites, and social media.**

### Marketing assistant

LTD Nova, Georgia

06/2016 - 07/2017

*Achievements/Tasks*

- My position as Marketing Assistant was to manage social media, create posters and post designs. Compile financial and statistical information, develop budget tables and support sales. **I prepared presentations and materials for meetings, as well as organized various types of meetings.**

### Internship

Media Developing Foundation

09/2017 - 07/2018

*Achievements/Tasks*

- MDF with the partnership of DWA is implementing the project 'Myth Detector Laboratory for Media Literacy'. The overall goal of the project is to respond on disinformation challenges by media literacy program and content production

## SKILLS

Project Management

Presentation

Data Management

Leadership

Communication

Public speaking

Teamwork

Responsibility

## VOLUNTEERING

European Solidarity Corps, Project Manager  
(09/2020 - 08/2021)

- In kindergarten, plan learning and thinking activities for children ages 3 to 7, raising their awareness of civic issues. Project planning and implementation in Etwinning.

Youth For Khulo (03/2020 - 09/2020)

- A civil and charitable initiative created during the pandemic in Khulo to alleviate the economic damage caused by COVID19. more <https://bit.ly/3gPQSuL>

F+A Academy of Language Heidelberg  
(08/2019 - 09/2019)

- Forum of Volunteers with High Civic Responsibility, Sharing knowledge and experience.

Khulo's Youth Center, Khulo's Youth Bank  
(09/2010 - 07/2016)

- Increase motivation for young people in the Khulo community, fund their ideas under the Eurasia Partnership Foundation. Planning seminars and trainings to build a high level civil society.

## LANGUAGES

GEORGIAN

*Native or Bilingual Proficiency*

ENGLISH

*Professional Working Proficiency*

Polish

*Limited Working Proficiency*

## OFFICE PROGRAMS

Microsoft word & Excel

Adobe Premiere Pro

Adobe Photoshop

Corel Draw

Pitch