



Mamaiashvili Nino

Vaja Pshavela

Recent Graduate looking for a Job

GEO469930

I am a recent college graduate seeking for a job in Tbilisi, Georgia. I graduated from Hunter College with Political Science major, concentration in international relations. I am a very flexible person and can work in many fields. I worked as an Administrative assistant with Borrell Associates. I am an experienced professional with excellent analytical skills, strong attention to detail, and exceptional organizational skills. Highly skilled in preparing letters/reports, scheduling, and planning/coordination. Quick learner with excellent computer skills including Microsoft Office - Word, Excel, PowerPoint, and Outlook. If you are looking for a hard worker with leadership qualities, please give me an opportunity for an interview. If you are interested in learning more about me please e-mail me and I can send you my resume and cover letter. Thank you