

LEVAN SVIMONISHVILI

CONTACT

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📞 593 30 78 69

EDUCATION

💡 **Tbilisi Ivane Javakishvili State University
Faculty of Law, 2006**

SKILLS

- ✓ *Full Georgian & English Language Skills*
- ✓ *20 Years of Driving Experience*
- ✓ *10+ Years of Experience in Professional Services*
- ✓ *Online Research, E-mail, Computer Skills*
- ✓ *Interpersonal & Communication Skills*
- ✓ *Organizing & Time-Management Abilities*
- ✓ *Continuous Education & Self-Development Attitude*

PROFILE

A well-rounded personality with relevant education, working experience, and knowledge of business operations looking for a long-term positive, dynamic, and enriching working experience; interested in developing long-lasting professional relationships with the management of the company and the colleagues; looking forward to put professional skills in service for the advancement of the business objectives of the company that has strong and motivational corporate culture.

EXPERIENCE

- 🕒 **Printers and Supplies Distribution 2023**
 - Processing printer repairs/supply requests from clients;
 - Verifying the accuracy of and procuring/collecting orders;
 - Distributing printers/supplies to clients per orders;
 - Collecting payments for products supplied;
 - Maintaining records of deliveries and payments collected.
- 🕒 **Self-Employed Drone Videographer 2021 - present**
 - Providing drone video services to clients on demand
 - Running drone videography channel on YouTube
- 🕒 **On-Demand Legal Translator (work-from-home), 2020 - present**
 - Providing on-demand legal translation services to local businesses from Georgian to English and vice-versa.
- 🕒 **Tour Manager & Tour Guide, Tbilisi, 2017-2020**
 - Owned small home-based tourism company with one additional working partner;
 - Planned, organized and executed ethnic, historic, and leisure tours predominantly for visitors from United Arab Emirates and India.
- 🕒 **Associate at DLA Piper Georgia, Tbilisi, 2012-2016**
 - Provided full-spectrum of legal services to predominantly foreign corporate & individual clients.
- 🕒 **Legal Specialist at Ernst & Young, Tbilisi, 2011-2012**
 - Consulted foreign business entities on establishing their corporate presence in Georgia.
- 🕒 **Paralegal & Associate at MKD Law Firm, Tbilisi, 2005-2008**
 - Took part in full corporate & regulatory due diligence examinations of major Georgian entities working in data-room on a regular basis.