

CURRICULUM VITAE



- 1. Family name:** Saginashvili
2. First names: Nana
3. Nationality (passport holder): Georgian and The Netherlands
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5. Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Tbilisi State University, Tbilisi, Western European Languages (Georgia), 1991-1996	English teacher
Technical University; Public Administration Collage (TACIS) Management (Market Economics, Financial Management, Informational management, Information systems) 1996	General Management
Council of Europe/European Youth Centre/ Budapest, Strasbourg /Youth in Action Programme 1997-2000	Youth worker
Thames Valley University, London (United Kingdom) Intercultural learning and Communication, 1998	Trainer in formal and nonformal Education
Faculty of Psychology 1994-1996	Psychologist
Social Work Courses, 2001	Social worker

6. Language skills: Indicate competence on a scale of A1 to C2 according to the Common European Framework of Reference for Languages

Language	Reading	Speaking	Writing
Georgian	C2	C2	C2
English	C2	C2	C2
Russian	B2	B2	A2
Dutch	A2	A2	A2

7. Other skills: (e.g. Computer literacy, etc.)

- Good knowledge of Microsoft-Office suite (word processor, spread sheet, presentation software); photo editing software gained as an amateur photographer; video editing software gained as an amateur photographer/movie-maker.
- Social media.

8. Key qualifications (relevant to the assignment):

- Over 24 years of professional experience in Management
- A very good experience of management of the international projects and management of the organization and finances.

- Good organisational and planning skills with the ability to coordinate information and processes involving multiple people/teams.
- Good experience of managing EU contracts and grants, including proposal submissions and donor reporting;
- Broad experience in all phases of project-management, like writing a proposal, executing the training/seminar, reporting (in word and finances) and evaluation.
- Broad experience in Youth work.
- Broad experience in Erasmus+ (youth in action programme, KA1, KA2,KA3, e-twinning, adult education).
- Good understanding of fundraising practices, approaches and environment;
- Experience of working with institutional donors (ideally EU);
- Experience liaising with multiple project partners;
- Office administration experience, including a proven track record of successfully maintaining databases and office records;
- Broad experience giving trainings based on formal and non-formal education.
- Broad experience as a trainer and a coordinator in European Activities and specifically in Cultural Diversity and participation areas, Conflict management, Youth Participation, Active Citizenship, Entrepreneurship, healthy life, Human rights Education (bullying, violence, racism, discrimination, gender equality and women rights) and environmental issues.
- Good experience in social work with Children/youth.
- Experience as Psychologist in Juvenile and Women prison.
- Good communication and leadership skill.
- Good facilitator and team builder.
- Good competences in teamwork, evaluation and follow-up.
- Knowledge and Learning Management.
- Ability to manage a complex and, at times, heavy workload, to multi-task and take initiative;
- Good interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others;
- Common sense approach, with a positive attitude and the ability to adapt to an evolving working environment;
- Cross-cultural sensitivity and appreciation.

9. Other relevant information

2008–2009 ACT-HRE = Long term training course for trainers on HRE (Human Rights Education).

2006–2007 Non-formal Education and Traineeship EQF

2005 Training course on HR EQF level 2MOE in UK

2005 Organizational Management EQF (Germany)

2004 International Training course for Trainers EQF (Belgium)

2003 "Leadership and Personal Development" EQF Rome (Italy)

2002 "Inter-European Communication" EQF Barcelona (Spain)

2000–2001 Long-term Training Course on Project management EQF Council of Europe, Strasbourg & Budapest

2000–2001 50/50 Training for civil servants and youth leaders of NGOs EQF Youth Center, Budapest

10. Publications

- 2017 Educational manual main author “Stand by me” about stopping bullying and violence.
- 2018 Educational manual main author “Toolkit - Inspire, Educate and Incubate Tomorrow's Leading Entrepreneurs” about entrepreneurship and start-ups.
- 2019 Educational manual main author “Toolkit -"Peace Will Come” about conflict management.
- 2020 Toolkit - Learn, (Re)think, Express about non-formal learning methods which can be used by teachers as a guidebook).

11. A member of the trainer ‘s pool

<https://www.saltoyouth.net/tools/toy/nana-saginashvili.66/#trainer-references>).

12. Professional experience

Date from - Date to	Location	Company & reference person ¹ (name & contact details)	Position	Description
2010 present	The Netherlands	Stichting International Youth Bridges, Maastricht (Netherlands) www.siyb.eu	Director and chief executive	<ul style="list-style-type: none"> ▪ Contact with (local) government ▪ Contact with AZC (Asylum center), COA Government organization for asylum-seekers. ▪ Contact with Asylum-seekers ▪ Education Management. ▪ Planning and coordinating International Projects as project-coordinator, mostly with European Commission, and local government. ▪ Training of social workers, trainers, multipliers, parents, teachers, children and youth on intercultural learning, project management, volunteering, entrepreneurship, conflict management, organizational management, citizenship, gender issues, bullying, violence, social exclusion and general Human Rights Education; ▪ Training on Formal and Non-Formal education methodology. ▪ Create, Dissemination, Evaluation and presenting reports. ▪ Financial management of projects. ▪ Communication and development new contacts.
2009	Germany	International Association for Peace and Democracy Development, Dortmund (Germany) www.iapdd.eu	Director and chief executive	<ul style="list-style-type: none"> ▪ Education Management. ▪ Planning and coordinating International Projects as project-coordinator, mostly with European Commission, and local NA. ▪ Training of social workers, trainers, multipliers, parents, teachers, children and youth on intercultural learning, project management, volunteering, entrepreneurship, conflict management, organizational management, citizenship, gender issues, bullying, violence, social exclusion and general Human Rights Education; ▪ Training on Formal and Non-Formal education methodology. ▪ Create, Dissemination, Evaluation and presenting reports. ▪ Financial management of projects. ▪ Communication and development new contacts.

1999– 2009	Georgia	Foundation of International Relations "ERTOBA", Tbilisi (Georgia) www.ertoba.eu	Director and chief executive	<ul style="list-style-type: none"> ▪ Education Management. ▪ Planning and coordinating International Projects as project-coordinator, mostly with the Counsel of Europe ▪ Training of social workers, trainers, multipliers, parents, teachers, children and youth on intercultural learning, project management, volunteering, conflict management, organizational management, citizenship, gender issues, bullying, violence, social exclusion and general Human Rights Education; ▪ Cultural, healthy lifestyle and psychological projects in juvenile and women prison. ▪ Psychological and social support to social disadvantaged youth and their families. ▪ Training on Formal and Non-Formal education methodology. ▪ Create, Dissemination, Evaluation and presenting reports. ▪ Financial management of projects. ▪ Communication and development new contacts.
1995– 2001	Georgia	Ministry of Youth, Tbilisi (Georgia)	Adviser of International Relations	<ul style="list-style-type: none"> ▪International relations & communication on the governmental level. To establish and develop cooperation with other governments (EU and other) dealing youth policy, and with other international non-governmental organisations and European Commission and Counsel of Europe, in order to plan and manage joined international projects concerning youth issues. ▪Planning and Developing international projects for Civil Servants and Governors. ▪Translations. ▪Preparing progress Reports. ▪Arranging (international) conferences and meetings, from 5 till 200 persons, as well as in Georgia and abroad (Germany, France, Netherlands, Poland, Latvia, Estonia and Belgium...). Participated by experts and governors dealing youth work.
1994– 1995	Georgia	Ministry of Youth, Tbilisi (Georgia)	Main specialist in the department of Public Relations	<ul style="list-style-type: none"> ▪Preparing the reports and articles for the Mass media (daily), and arranging and holding press conferences (once a week). ▪Supporting communication on local and international levels. Daily distributing press-releases about youth policy.