



CONTACT

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- 📍 Tbilisi, Georgia

EDUCATION

Ivane Javakhishvili Tbilisi State University (TSU) 2023 - Present

- Political Science

SKILLS

- Digital Marketing
- Technical Proficiency (MS Office & Google Workspace)
- Teamwork
- Advertising
- Multitasking
- Copywriting
- Verbal and Written Communication
- Editing and Proofreading
- Critical Thinking
- Team Collaboration

LANGUAGES

- Georgian - Native
- English - Good

HOBBIES & INTERESTS

- Photography
- Literature
- Writing
- Music

SALOME KAVTARADZE

BEGINNER DIGITAL MARKETER

PROFILE

I am a motivated Political Science student at Ivane Javakhishvili Tbilisi State University, eager to acquire practical experience and grow through challenges. I approach tasks with a sense of responsibility, punctuality, and a collaborative mindset. I am proficient in Microsoft Office and Google Workspace, equipped with strong administrative and communication skills. Currently, I am enrolled in a Digital Marketing course at TBC Campus and hold a certification in Real Estate from GNARE. My strong verbal and written communication abilities further enhance my qualifications.

WORK EXPERIENCE

Citrus.ge - E-commerce service

Jul 2025 - Present

Customer Support Specialist

- Respond to customer inquiries via phone, email, and chat in a timely and professional manner.
- Provide accurate information about products and services while ensuring a friendly and supportive customer experience.
- Managed client records and property data through CRM systems, ensuring accurate information, timely updates, and effective follow-up to strengthen client relationships.
- Assist in troubleshooting and resolving basic issues, escalating more complex cases to senior team members when needed.

MG Group - Real estate agency

Apr 2025 - June 2025

Real Estate Agent

- Conduct property viewings, respond to inquiries, and maintain up-to-date knowledge of market trends and listings.
- Assist clients in buying, selling, and renting properties by providing accurate information, guidance, and support throughout the transaction process.
- Uphold the company's standards of professionalism and customer service in every interaction.

TRAININGS & CERTIFICATIONS

Digital Marketing Course - TBC Campus

May 2025 - Jul 2025

Real Estate Agent Certification Training - GNARE

May 2025