

ALEXANDER KEVKHISHVILI

EDUCATION

Ilia State University
M.A. in Sociology

Tbilisi, Georgia
February 2011 – January 2013

Williams College
B.A. in Anthropology

Williamstown, MA, USA
September 2006 – June 2010

Guivy Zaldastanishvili American Academy in Tbilisi (GZAAT)

Tbilisi, Georgia
September 2002 – June 2006

WORK EXPERIENCE

Institute for Development of Freedom of Information (IDFI)
Editor / Translator

Tbilisi, Georgia
March 2016 - present

- Edit Georgian and English documents produced by IDFI staff (for various purposes) both for internal and external audience/use.
- Translate IDFI documents from Georgian to English and vice versa.
- Adjust and improve the structure and content of these documents.
- Guide the staff in preparing professional and stylistically/grammar wise correct materials/documents for external communication.
- Develop IDFI's writing and style guide.

GEONET
Marketing Manager

Tbilisi, Georgia
October 2014 – February 2016

- Brand strategy development
- Website and social media management
- SEO and web analytics tracking
- Advertising campaign and marketing event planning

Transparency International Georgia
Research Assistant

Tbilisi, Georgia
December 2011 – September 2014

- Researching following topics: state procurement, purchase and use of state vehicles, major investment funds in Georgia (Partnership and Co-Investment Funds), the Tbilisi Bypass Railway

Project, results of the ban on selling of agricultural land to foreign citizens, company ownership by the Georgian Orthodox Church, and the manganese mining in Chiatura.

- Managing content on TI Georgia's main website (transparency.ge).
- Managing Fix My Street (fixmystreet.ge) – a website for reporting municipal damages.
- Managing Beyond Tbilisi (beyondbilisi.ge) – a regional news website.
- Managing Telekritika.ge – an online platform for discussing television news.

Transparency International Georgia

Intern

Tbilisi, Georgia

April 2011 – December 2011

- Translation and proofreading
- Creating content for Beyond Tbilisi (beyondbilisi.ge) – a regional news website

Open Maps Caucasus – JumpStart International

Research Intern

Tbilisi, Georgia

June 2010 – August 2010

- Translation and proofreading
- Research and writing reports on various topics

OTHER

Caucasus Research Resource Center

Professional Junior Fellowship Training

Tbilisi, Georgia

January 16 – 24, 2011

COMPUTER SKILLS

Microsoft Windows, Office, Internet, E-mail, Drupal Admin Panel, SPSS

LANGUAGES

Proficient in written and spoken **Georgian, English** and **Russian**.

Japanese – intermediate

German – intermediate