

## NINO IAKOBISHVILI

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**SUMMARY:** An accomplished professional with 10+ years of extensive experience working in various capacities for non-governmental, governmental and international organizations. Experienced in designing, planning and implementing large-scale projects on a macro (state) level. Demonstrated skills in general management including leadership, research, analytical, communication, strategic thinking, problem-solving, and decision-making. Holds MSc Education (Policy and International Development) degree from the University of Bristol, the UK. Interested in education policy and practice, and managing sustainable development projects.

### PROFESSIONAL EXPERIENCE:

**Newton Free School**, Tbilisi, Georgia  
*IB MYP Coordinator*

April 2020 - Present

- Design and launch International Baccalaureate (IB) Middle Years Programme (MYP) according to IB requirement, standards and principles;
- Develop the implementation action plan and ensure it complies with the IB standards and principles;
- Manage the implementation of MYP including professional development of academic staff, development, implementation and revision of the curriculum;
- Develop programme policies;
- Ensure that all regulations set by IB and all procedures are adhered to properly, and that all deadlines are met;
- Keep up to date with and inform all staff of developments in and new publications from IB;
- Conduct related workshops and conferences;
- Communicate with parents and conduct termly group or individual consultation meetings;
- Carry out programme evaluation for its development purpose (student and parent surveys, regular feedback meetings with students);
- Report to the school Principal and implement other duties as assigned.

**Ministry of Education, Science, Culture and Sports**, Tbilisi, Georgia

*Stakeholder Engagement Consultant (Pre-school and General Education Development Department)*

June 2020 – July 2020

- Support department-wide communication regarding the stakeholder engagement – identify key stakeholders for potential partnerships;
- Collaborate with partner organizations on the development and implementation of partnership projects – align project activities with ongoing general education reform program;
- Monitor the implementation of partnership projects and develop progress reports;
- Undertake policy research on international practice and contribute to policy briefs and reports.

*Project Manager (General Education Reform Program - New School Model)*

October 2018 – June 2020

- Develop project scope and short/long-term deliverables (including reform roll-out strategy);
- Align activities and resources w/ the scope to cover 300 participating schools and up to 6000 teachers annually;
- Develop and manage project annual budget of 20 million GEL;
- Develop annual program proposal;
- Manage project team and coordinate project implementing entities (including various departments within the ministry, as well as its agencies);
- Liaise between project team and policy makers on the reform matters;
- Manage recruitment of 500 coaches/trainers and coordinate ToT activities throughout a year;
- Collaborate with public schools' administration with regards to the project implementation; receive and disseminate information, consult on administrative matters;
- Monitor and develop progress reports;

- Manage relationships with key government stakeholders and local and international partners/donors (such as USAID, World Bank, UNICEF and etc.);
- Lead the adaptation of general education system during the pandemic - setting up Microsoft Office 365 Education user profiles for 528,327 students and 52,124 teachers, setting up virtual classrooms at Microsoft TEAMS for all public schools in Georgia, development of manuals and video tutorials on using Microsoft Office 365 Education products, developing methodological recommendations for teachers, organizing webinars, recruiting and managing around 100 volunteers (education technology specialists) to train teachers in all regions of Georgia, development of ChatBot for answering frequently asked questions, connecting reformed schools with other schools in the region to share their practices.

**Millennium Challenge Account – Georgia (MCA-Georgia)**, Tbilisi, Georgia  
*Executive Assistant to the Chief Executive Officer (Administrative Officer)*

December 2013 - October 2017

- Manage the Chief Executive Officer’s administrative tasks;
- Conduct research and prepare monthly/quarterly reports, presentations, and all corporate submissions;
- Coordinate program quarterly work plan revision and update in cooperation with the project directors;
- Revise all outgoing correspondence;
- Plan and organize events, conferences and high-level meetings locally and abroad;
- Participated in the implementation of all educational projects.

**JumpStart Georgia**, Tbilisi, Georgia  
*Administrative Officer/Social Media Manager (Visualizing News in Georgia - Feradi.info project)*

January 2013 - December 2013

- Manage office operations and procedures;
- Manage organizational budget;
- Conduct research and organize data for visualizations/infographics;
- Manage organizational marketing and communications.

**Georgian National Museum (GNM)**, Tbilisi, Georgia  
*Communications Manager*

September 2012 - January 2013

- Organize and monitor educational and cultural projects, events/conferences and exhibitions;
- Communicate with all stakeholders;
- Manage daily technical and administrative affairs;
- Prepare promotional materials;
- Administer social media.

**Educational Advising Center Kvali**, Tbilisi, Georgia  
*Educational Advisor*  
*Intern*

January 2010 - August 2012

January 2010 - May 2011

- Deliver advising and EducationUSA related services;
- Organize annual EducationUSA fairs, conduct outreaches and other U.S. education promotional activities;
- Deliver English as a second language courses.

**US Embassy**, Tbilisi, Georgia  
*Public Affairs Section Intern*

July 2009 - January 2010

- Work on educational and cultural projects (e.g. US education fair, Kid’s Broadway) implementation;
- Support press division in coordination of press coverage for the Vice President Joseph Biden’s arrival and departure at Tbilisi International Airport.

## **EDUCATION:**

**University of Bristol, Bristol, UK**  
 Master of Science in Education (Policy and International Development) with Distinction

2017-2018

**Ilia State University, Tbilisi, Georgia**  
Master of Public Administration

August 2015

**International Black Sea University, Tbilisi Georgia**  
Bachelor of Humanities in American Studies with honors

July 2011

**FELLOWSHIPS & EXCHANGE PROGRAMS:**

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<b>Government of Georgia Funded Scholarship for International Masters Programs</b> , International Education Center	2017-2018
<b>USAID Funded SIPA Study Trip</b> , Columbia University, New York, NY, US	2014
<b>Short Course of Study with an Emphasis on English Writing Skills</b> , College of Arts and Sciences, Washington University in St. Louis, St. Louis, MO, US	2011

**GRANTS:**

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<b>International Education Center Alumni Association's Small Alumni Grant (13 500 GEL)</b>	2019-2020
<i>"Increasing Students' Capabilities at Ivane Javakishvili Tbilisi State University to Engage them into the Quality Assurance"</i>	

**SKILLS AND CERTIFICATION:**

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**Languages:** Native fluency in Georgian, Full professional proficiency in English, Limited working proficiency in Russian

**Computer:** MS Office 365

**Certifications:** J-PAL Executive Education Course "Using Evidence for Shaping Social Programs"; Tbilisi, Georgia (2019)  
UNIDO Regional Evaluation Capacity Building Workshop; Istanbul, Turkey (2019)