**Annex 6A**

**Curriculum Vitae**

Proposed position in the project: **Monitoring Manager**

Name (First, Middle, Last): **Sophio** **Ugrekhelidze**

Citizenship: **Georgian**

**Education:**

|  |  |
| --- | --- |
| Name and location of institution | Major(s) or Degree(s) obtained: |
| Business and Technology University, Tbilisi | Phd Student of the program Digital Governance and AI in the Public Sector |
| Charles University in Prague, Czech Republic | LLM Program “The Law and Business in the Czech Republic and Central Europe” |
| Ivane Javakhishvili Tbilisi State University | Master of Law |
| Ivane Javakhishvili Tbilisi State University | Bachelor of Law |

Language proficiency – indicate proficiency on a scale of 1 (poor) to 5 (native):

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
| Georgian | 5 | 5 | 5 |
| English | 4 | 4 | 4 |
|  |  |  |  |
|  |  |  |  |

Membership of NGOs or other professional bodies: **Certified Mediator of Georgian Mediators’ Association**

Key skills and qualifications relevant to the project (e.g., computer literacy, etc.):

Computer programs: Microsoft Office programs

Employment history:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | Employer’s name and address | Dates of employment | | Short description  of tasks performed |
| From  (Month, year) | To  (Month, year) |
| Vice-Head of Higher and Vocational Educational Department | LEPL – Educational Management Information System;  Panjikidze street 1a, Tbilisi | 01.02.2018 | To present | To administer and control fulfillment of EMIS obligations in higher and vocational educational directions (administer educational funding, proceeding higher and vocational educational information management systems, administer students’ mobility, etc), represent employer in various meetings within its competency, plan and manage projects of creating and developing digital technologies in higher and vocational education directions |
| Higher educational program accreditation expert | LEPL – Educational Quality Enhancement Center;  Aleksidze Str, 1, Tbilisi | 02.2018 | To present | Assessment compatibility of higher educational programs to accreditation standards and submit relevant reports to the Accreditation Council for further discussion and final decision. |
| Member of Sectoral Council of Higher Education in Interdisciplinary Education | LEPL – Educational Quality Enhancement Center; | 2022 | To present | Creation and development of sectoral benchmarking documents in interdisciplinary education for higher educational institutions to further develop relevant higher educational programs |
| Legal Advisor of Rector | International Black Sea University;  Aghmashenebeli alley 13rd km, Tbilisi | 01.02.2017 | 01.02.2018 | Monitoring and update University internal regulations in accordance to the relevant legislation, to create relevant internal legal acts, legal consultations for University staff, faculty members and students, coordinating University Academic and Representative Councils’ activities, to coordinate and control authorization process of the University as well as accreditations of the programs, legal monitoring of Rector,s decisions. |
| Main specialist in the Legal Department | LEPL National Agency of State Property;  Chavchavadze ave. 49a, Tbilisi | 09.2014 | 02.2017 | Monitoring of treaty obligations concluded with investors; prepare the drafts of investment contracts and negotiate with contractors; participate in inter-organisational commissions meetings and prepare relevant documentation on its initiatives to submit to the Government. |
| specialist in the department of apostile and legalization | LEPL – Educational Quality Enhancement Center;  Aleksidze Str, 1, Tbilisi | 02.2011 | 10.2012 | To administer higher educational registry proceeding; to participate in students’ mobility administering; to work on correspondence by the citizens; |
| Bailiff | LEPL - National Bureau of Enforcement | 2009 | 2010 | Bailiff in family disputes category |
| Lawyer | Ilia’s State University | 2008 | 2009 | To participate internal processes of the University, legal consultation of the students and University staff, to create internal regulations of the University, etc. |

Invited lecturer at the Universities, delivering courses in education law, digitalization and AI implementation perspectives in education governance, digitalization of the law and legaltech.

Other relevant information: (e.g., publications, seminars/courses etc.):

**2006-2007 -** Introduction to law science (Enhancement course, Diploma), Legal Education Support Fund, Young Lawyers Association of Georgia;

**2007-2008 -** Young Lawyers Association of Georgia – Legal Education Support Fund, Civil Law Course (Diploma);

**2008 -** Workshop ”Lawyer skills on Legal Procedures” held by Young Lawyers Association of Georgia and American Bar Association;

**2009 -** Training in the enforcement procedures in Georgia, Ministry of Justice

**2009-2010 -** Financial Accounting, (1st book); Accountant in the Business (2nd book) - teaching courses organized by Georgian Federation of Professional Accountants and Auditors;

**2011 -** Lawyer Workshop in European Business Law organized BNT Attorneys – at – Law and Riga Graduate School of Law, Riga, Latvia;

**2012 -** Lawyer workshop in Alternative Dispute Resolution and Human Rights, in Cooperation, “Euro Conseil Avocats”, France, Paris, Strasbourg;

**2013-2014 -** Online Certificate Program on International Commercial Law and International Alternative Dispute Resolution by Institute of International Commercial Law, New York Pace University School of law

**2014** - Legal writing in Administrative proceedings, LEPL National Agency of State Property and New Vision University Law School;

**2015** - International Business Transactions, Tbilisi Free University, Business Law National Center;

**2016** - Trainings on Enterpreneur Law, Academy of the Ministry of Finance;

**2016 -** Time Management, organized by Management Academy;

**2017 -** Human Resources Management, organized by International Black Sea University Training Center;

**2018** - Designing Leadership: Building Your Tribe by John King – organized by New Vision University;

**2018 -** Mediation and Conflict Management in Organizations by Kati Bond and Greg Bond (Wildau Technical University of Applied Sciences);

**2018** - Mediation as a Negotiation Tool – organized by Ivane Javakhishvili Tbilisi State University within a joint project of the University National Center of Alternative Dispute Resolution and UNDP in Georgia;

**2019 -** Mediator’s Role in mediation process – Joint certificate training organized by Ivane Javakhishvili Tbilisi State University and Georgian Bar Association

**2022 -** Diagnostic Tools for Improving Education Policy Planning, Unesco International Institution for Education Planning;

**Conferences/Publications**

**2023 –** Artificial in Higher Educational Management – Report on Scientific Conference “Digital Transformation and Artificial Intelligence”, Business and Technology University, Tbilisi; Conference Paper;

2023 – Guidelines for AI National Strategy of Georgia, collective of authors.

2025 – “Role of Digitalization and Artificial Intelligence in Education Administration (Case of Accreditation Procedure in Georgia)”, ISPC 2024, SPBE, pp. 324–336, 2025. https://doi.org/10.1007/978-3-031-88052-0\_27