

Technical Skills

Front-End Languages

HTML CSS JavaScript TypeScript

Back-End Languages

PHP Python SQL Java

Libraries and Frameworks

jQuery Lodash TailwindCSS NodeJS

Database Management Systems

MySQL phpMyAdmin

Windows Operating Systems

XP Vista 7 10

Linux Operating Systems

Arch Debian Fedora Kali
ParrotOS Mint Ubuntu Manjaro
EndeavourOS

Mobile Operating Systems

Android AOSP GrapheneOS
CalyxOS

Internet Forum Software

phpBB myBB SMF XenForo

Office Suites

LibreOffice OnlyOffice
Apache OpenOffice Collabora Office
Microsoft Office

Graphics Editors

Photoshop GIMP

Soft Skills

Problem solving, Analytical
Thinking, Critical Thinking

Common Sense, Communication,
Adaptability

Stress Management, Time
Management

Attention to Detail, Ethical
Judgement, Integrity

Irakli Tkhelidze

translator, editor, proofreader

Contact Information

Tbilisi, Georgia

<https://irakli.uk>

me@irakli.uk

Work Experience

"ES" LLC

BP partner in Georgia

Tbilisi, Georgia

Health, Safety, Security and Environment (HSSE) Officer • 2023-Present

- ▶ Develop and update the company's HSE policy
- ▶ Maintain the company's records and relevant documentation
- ▶ Maintain and update company's incident registry records
- ▶ Ensure employee compliance with company and legislative labor standards

Website Administrator • 2025-Present

- ▶ Design, develop and maintain the company's website
- ▶ Develop, manage and troubleshoot the company's email system

"INFORMATION COMMUNICATION SYSTEMS" LTD

Licensed representative of FedEx in Georgia

Remote

Independent Contractor • 2021-2024

- ▶ Translating a variety of general, technical, legal and medical documentation

Georgian American University

Accredited higher educational institution in Georgia

Tbilisi, Georgia

Administrative Assistant • 2018-2022

- ▶ Assisted with the writing and organization of various grant projects
- ▶ Various data entry tasks

Independent Contractor • 2018-Present

- ▶ Translating a variety of general and technical documentation

Freelance

Remote

Translator, Editor, Proofreader • 2015-Present

- ▶ Translated, edited and proofread large volumes of text and other documentation for a variety of private individuals and agencies
- ▶ Registered translator with the Notary Bureau since 2023

Languages

English	C2
Georgian	C2
Russian	C2
German	B2
Swiss German	B1
Ukrainian	A1
Polish	A1

Certificates

Certificate of Labor Safety Specialist

"TRAINING SPACE" LTD
21/08/2024
#002446

Accredited Training Program in Occupational Safety

OSHE Georgia
15/04/2024 - 27/06/2024
#T-02998-24

First Aid Training Certificate

OSHE Georgia
15/05/2024
#T-029923-24

Waste Management Training Certificate

OSHE Georgia
14/05/2024
#T-029966-24

Fire Safety Training Certificate

OSHE Georgia
29/04/2024
#T-029944-24

Basic First Aid Certificate

MediClub Georgia
13/06/2023

Education

Georgian American University

Tbilisi, Georgia
Master's Degree Program in International Relations and Diplomacy
2023-2025
Bachelor's Degree Program in English Philology and Linguistics
2018-2022
Honors, Valedictorian

University of Lodz

Lodz, Poland
Bachelor's Degree Program in Computer Science
2017-2018

Tallinn Institute of Technology

Tallinn, Estonia
Bachelor's Degree Program in Integrated Engineering
2016-2017

The Guivy Zaldastanishvili American Academy in Tbilisi

Tbilisi, Georgia
Secondary Education Program
Second Honors

Projects

Self

Personal Project
Personal CV website that offers GUI/CLI interfaces (September 2025 • View Project)

"ES" LLC

Work Contract
Company Website and Email System (September 2025)

JSC "GUAVA PAYMENTS"

Private Contract
Business plan and all supplemental documentation (January 2025)

Georgian American University

Private Contract
Syllabi and Programs for the GAU Business School (April 2024 • View Project)
Syllabi and Programs for the GAU School of Humanities and Liberal Arts (June 2022 • View Project)

Government of Georgia

Private Contract
On the approval of technical regulations "Radiation Safety Requirements in the Field of Medical Irradiation" (2022 • View Project)