



CV

1. Personal Information

Surname	Losaberidze
Name	Manana
Mail :	m.losaberidze@seu.edu.ge

2. Position and specialty

Position:	<input checked="" type="checkbox"/> Invited Lecturer
Specialty	Medicine

3. Education

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Name of the higher education institution	Philipps University of Marburg	
Faculty / Specialty	German language and Literature / English Linguistics	
Date of the enrollment/Graduation	Beginning (yy)	End (yy)
	2003	2011
Qualification	MA	
II		
Name of the higher education institution	Kutaisi State Technical University	
Faculty / Specialty	Translator/Reviewer	
Date of the enrollment/Graduation	Beginning (yy)	End (yy)
	1997	2001
Qualification	BA	

4. Professional experience

Date (mm/yy)		Employer	Position / duties
-from	-to		
09/2018	present	Legislative Herald of Georgia	Editor, Advisor Category VIII: Editing legal texts in English and Georgian; Translating legal texts from English into Georgian and vice versa
07/2017	12/2017	Multiprofile Clinic Consilium Medulla	Project Manager – Project Archives: Creating Medical Archives Unit of the Clinic; Creating and developing Archives Procedures, Management Policy and Regulations; Creating electronic databases
05/2014	05/2017	Evex Medical Corporation	Chief Archivist of the Corporation/ Head of Archives Unit: Managing 74 hospital archives and EVEX Central Archives; 65 employees; Creating and developing Archives Procedures, Management Policy and Regulations; Recruiting archivists; Training archivists; Developing archives management strategies; Managing 4 projects: Creation of EVEX Central Archives, Centralization of Corporate Archives, Development of Archives Software (including launching software within the hospital network), Digitization of Archives
11/2012	04/2014	Microfinance Organization GeoCapital, JSC	Archive Manager: Responsible for archiving hard copies of documents as well as for digitizing and sorting them; Creating, developing and implementing archive procedures; Correspondence management (writing, sending, receiving letters and sorting them out); Investor relationships (managing relationships with investors, preparing contracts, writing Board Minutes concerning investments); Responsible for HR (recruitment, coordination, induction, first point of contact for interns regarding HR related topics); IT Support (helping with IT stuff, software,

			network administration); Creation, development and management of the company web pages, writing articles for the web pages; Online PR (advertising online); Supporting NGO GeoCapital Education in different activities; Doing oral and written translations
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5. Scientific publications

Date	Topic of the working theme	Scientific Journal	Publisher
11/2019	Medical Archives (Practical Guide)	ISBN 987-9941-8-1927-8	D. Tvildiani Medical Univeresity

6. Other activities

N	The Name and Description of the Activity	
1	12/2012	Training: You and Your Money (6 hrs.), provided by GC Education, Certificate
	01/2013 – 02/2013	Training: You and Your Business (10 hrs.), provided by GC Education, Certificate
2	10/2013 – 02/2014	MOOC: Introduction to Business Management, distance learning online class of RWTH Aachen University
3	10/2013 – 02/2014	MOOC: Web Engineering I: Basics of Web Development, distance learning online class of Technische Hochschule Mittelhessen
4	10/2013 – 02/2014	MOOC: Basics of Marketing, distance learning class of Fachhochschule Lübeck
5	09/2013 – 11/2013	MOOC: Linguistics 101 – Fundamentals (Fall 2013), distance learning online class of Philipps-Universität Marburg (Germany), Statement of Accomplishment with 91%.
	09/2013 – 11/2013	MOOC: Linguistics 102 – Speech and Science (Fall 2013), distance learning online class of Philipps-Universität Marburg (Germany), Statement of Accomplishment with 95%.
	09/2013 – 11/2013	MOOC: Linguistics 103 – The Nature of Meaning (Fall 2013), distance learning online class of Philipps-Universität Marburg (Germany), Statement of Accomplishment with 99%.
	04/2013 – 05/2013	MOOC: Phonetics, Phonology and Transcription (Spring 2013), distance learning online class of Philipps-Universität Marburg (Germany), Statement of Accomplishment with 68%.

6	10/2014 – 12/2014	MOOC: e-learning course on "Management in Health" Cohort 1 organized by the World Bank, Health Nutrition and Population Global Practice (6 Units, 10 hrs/week each).
7	11/2014 – 12/2014	Training Program: Personal Data Protection, held by Caucasus University Caucasus School of Law (12 hrs.)
8	06/2019 – 07/2019	Online Course: Diploma in Human Resources Management (10 hrs.)
9	05/2019	Training Program: Legal Writing (16 hrs.), provided by the Training Center of Justice of Georgia
10	02/2020	Workshop on Consistent Use of Legal and Specialised Terminology in Law Drafting (Organized by EU-funded Association Agreement Facility, in cooperation with the Ministry of Justice of Georgia, Legislative Herald of Georgia – MATSNE) Presentation on the topic – Ambiguity and Precision
11	06/2020	Online Teaching and Learning Challenges in Medical Education (6 hrs.), organized by Georgian National University SEU & Clinical Medical Education Center, Taipei Municipal Wanfang Hospital (TMU)