

**Mariam Machabeli**

5 Budapeshti str., 0160 Tbilisi, Georgia

(+995) 555396892

[mariam.machabeli1234@gmail.com](mailto:mariam.machabeli1234@gmail.com)

**Education**

<u>School, college and/or University Attended</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>Date Obtained</u>
Ivane Javakhishvili Tbilisi State University, Tbilisi, Georgia.	BA in Sociology with Honors	09/2016-08/2020
Viadrina European University, Frankfurt (Oder), Germany.	Erasmus+ Exchange Program. Faculty of Social and Cultural Studies	04/2018-07/2018
LTD Non-State Secular General Education Secondary School "Mermisi", Tbilisi, Georgia.	High School Diploma with Honors	09/2004-05/2016

**Work Experience**

From: October 2019 To: Present

Employer: ACT- Analysis and Consulting Team

Development Project Department

Positions held: Project Assistant, Full-time.

Activities performed:

- Tracking tender announcements;
- Contributing to research proposal writing;
- Assisting in translating research instruments, final reports and any other research material;
- Assisting research team in any other duties

From: December 2019 To: September 2020

Employer: Georgian Card

Positions held: Monitoring Specialist, Part-time

Activities performed:

- Tracking Georgian Card's devices (ATMs, Pay Boxes, POS Terminals) and ensuring their smooth operation;
- Identifying, classifying and registering any problems encountered;

From: April 2019 To: October 2019

Employer: U.S Embassy in Georgia

Positions held: Regional Security Office Intern

Activities performed:

- Draft memos, reports, and other various documents;

- Provide assistance in translation of documents, presentations, letters and small meetings when required;
- Prepare brief presentations for the RSO Office as requested;
- Assist with organizing and planning RSO liaison events and social events;
- Support the RSO Office's American interns with projects as assigned;

From: March 2019 To: October 2019

Employer: ACT-Analysis and Consulting Team

Positions held: Quality Control Group Member, Part-time

Activities performed:

- Interviewing respondents using CATI survey technique;
- Assessing interviewers by performing various checks on interviewer performance (GPS checks, call-backs etc.);
- Logical control of questionnaire- filling in the missing information and clarifying any inaccuracies;
- Training new call center interviewers, assessing their work and conducting additional trainings, if necessary;
- Taking over field coordinator's responsibilities as required.

From: December 2018 To: March 2019

Employer: ACT-Analysis and Consulting Team

Positions held: Intern in the Fieldwork Department

Activities performed:

- Interviewing respondents using CATI survey technique;
- Assessing interviewers by performing various checks on interviewer performance (GPS checks, call-backs etc.);
- Logical control of questionnaire- filling in the missing information and clarifying any inaccuracies.
- Performing other tasks as required.

From: October 2018 To: December 2018

Employer: LTD "Tracker"

Positions held: Mystery Shopper, Part-time

Activities performed:

- Interacting with employees over the phone and in person to gauge customer service;
- Inspecting specific store's environment to detect possible concerns and areas for improvement;
- Completing and submitting a written report detailing the shopping experience after each store visit.

## Research Projects

1. **Name of the project:** COVID 19: Response of Education System

**Main project features:** The research was commissioned by the International Institute for Education Policy, Planning and Management (EPPM). The aim of the survey was to collect

narratives of response of education system to COVID-19 emergency in Georgia, with specific focus on provision and support to vulnerable groups of students.

**Positions held:** Research Analyst

**Activities performed:** Collected data and contributed to the development of short overview of the education system's and stakeholders' response to the pandemic emergency in Georgia.

2. **Name of the project:** Perception of Masculinity among Tbilisi State University Students.  
**Main project features:** The survey was conducted in the frames of the Quantitative Social Research Practice course. The main aim of the research was to study perceptions and attitudes towards the concept of masculinity. Online survey was used to collect data from 278 Tbilisi State University students.  
**Activities performed:** Developed research design and survey questionnaire, conducted literature review, disseminated questionnaire using Google Forms, analysed quantitative data, developed final survey report, presented survey findings.
3. **Name of the project:** Survey on TSU Students' Satisfaction with Online Learning  
**Main project features:** The survey was conducted in the frames of the Quantitative Social Research Practice course. The overall purpose of the study was to learn and analyze current level of student satisfaction with the altered study environment and format that was caused by the global pandemic. The study employed quantitative research method, specifically online survey. Overall 405 undergraduate students were surveyed.  
**Activities performed:** Developed research design and survey questionnaire, conducted literature review, disseminated questionnaire using Google Forms, analysed quantitative data, developed final survey report, presented survey findings.
4. **Name of the project:** Socialization of Rural Students in Urban Area  
**Main project features:** The survey was conducted in the frames of the Qualitative Social Research Practice course. The objectives of the research were to (1) study how the socialization process affected rural undergraduate students of Tbilisi State University (2) analyze what factors contributed to their adaptation and (3) discuss what challenges they faced during the socialization process. In order to gain a comprehensive understanding of rural student experiences and socialization process, the research design applied the qualitative approach. In particular, 3 Focus Group Discussions were conducted (4-5 participants in each group)  
**Contribution:** I was the co-author of the survey along with one other student.  
**Activities performed:** Contributed to the development of research design and focus group guideline, contributed to the literature review, developed sampling frame, recruited FG participants, moderated FGDs, took part in the analysis of qualitative data, contributed to the development of final survey report.
5. **Name of the project:** Resocialization of Emigrants Returning to Georgia  
**Main project features:** The survey was conducted in the frames of the Qualitative Social Research Practice course. The research aimed to study the resocialization process of returning emigrants in Georgia. The survey was conducted using biographic narrative interpretative method (BNIM). In the frames of the assignment two in-depth interviews were conducted

**Contribution:** I was the co-author of the survey along with one other student.

**Activities performed:** Contributed to the development of research design, developed sampling frame, recruited in-depth interview participant, conducted one ID interview, took part in the analysis of qualitative data, contributed to the development of final survey report.

### Other Projects

- Exchange students' mentor at Tbilisi State University, 2019
- Participant of the International Festival of Cybersecurity, 2019
- In the frames of the Classical Social Theories course co-produced and directed a film: A short Documentary about a famous French sociologist: Emile Durkheim, 2017 ([Link](#))
- Participant of the Lions Youth Exchange Camp- Sweden, 2015
- Organizer of a charity event in High School, 2015
- Participant of the Lions Youth Exchange Camp- Portugal, 2014
- Participant of the summer school in English language and culture, 2014
- Delegate in NATO Youth Summit, 2013

### Seminars and Trainings

- Online training: "Research Report Writing in Social Sciences", May 28,2020.- In the frames of Erasmus+ Institutional Development Program Project INTEGRITY
- Training in Qualitative Research Methods. ACT in house training, 2020. Tbilisi, Georgia.
- Advanced Course in Excel. ACT in house training, 2019. Tbilisi, Georgia.
- PK405 Preventing Harassment at State, George P. Schultz National Foreign Affairs Training Center, Foreign Service Institute, U.S Department of State, 5/1/2019.
- Intercultural Training/ Cultural Awareness: Germany. January, 2018. Tbilisi, Georgia.

### Honors and Awards

- Full-tuition Undergraduate State Scholarship;
- Erasmus + Scholarship;
- Gold Medal for finishing high school with honors.

### Language Skills

Georgian-Native

English-Fluent

Russian-Fluent

German-Beginner

### Computer Skills

Microsoft Office (Word, Excel, PPT, Outlook); Adobe Acrobat; SPSS; NVivo; Premiere Pro.

### Certificates

- Certificate of Appreciation, In recognition of service, dedication and contributions to the U.S. Embassy Tbilisi Regional Security Office and for the professionalism and excellence, especially in completion of the Embassy Residential Security Survey Project. September, 2019. Tbilisi, Georgia.

- Civic Education Olympiad I round winner Certificate, 2014-2015. Tbilisi, Georgia
- Finalist Certificate in recognition of outstanding achievement in the Autumn 2013 English Language Olympiad, The London School of English, Tbilisi.
- Certificate for successful participation in math competition "Everest", 2010. Tbilisi, Georgia.