

PERSONAL INFORMATION

Teona Khupenia



 Tavisufleba str 137, 2100 Zugdidi (Georgia)

 577419041  (0415) 250952

 teateo3@gmail.com

Sex Female | Date of birth 03/07/1970 | Nationality Georgian

WORK EXPERIENCE

19 Aug 2017–Present

Rector

Shota Meskhia State Teaching University of Zugdidi
Janashia 14, 2100 Zugdidi (Georgia)

9 May 2017–17 Aug 2017

Assistant Rector

Shota Meskhia State Teaching University of Zugdidi
Janashia 14, 2100 Zugdidi (Georgia)

4 Nov 2016–Present

Project Manager

Vocational Education and Training of UN Joint Program: To Enhance Gender Equality in Georgia,
Zugdidi (Georgia)

15 May 2015–Present

Full Professor of Philology on the Humanitarian Faculty

Shota Meskhia State Teaching University of Zugdidi, Zugdidi (Georgia)

30 Mar 2015–Present

Project Manager

Ongoing project about the vocational training implemented under the framework of the agreement signed between (EU) funded NGO "Education for Democracy" and Shota Meskhia Zugdidi State University

2013–2016

Head of Coordination Group/Full Professor under the program

TEMPUS Project: Promoting Internationalization of HEIS in Eastern Neighborhood Countries through Cultural and Structural Adaptation, Zugdidi (Georgia)

2012–2014

Manager of a UNDP project: Supporting Socially Vulnerable Population of Samegrelo- Zemo Svaneti

United Nations Development Program

2012–2014

Project Manager

USAID Program: „New Economic Opportunities Initiative"

2012–2014

Project Manager

UNDP program: „Enhance Gender Equality in Georgia"

2012–2014

Head of Coordination Group/Full Professor

TEMPUS Project:- CASEDE Developing Student Career Services in Georgia (CASEDE), 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001
Shota Meskhia State Teaching University of Zugdidi Janashia 14, 2100 Zugdidi (Georgia)

- 1 May 2011–1 May 2015 **Full Professor of Philology on the Humanitarian Faculty**
Shota Meskhia State Teaching University of Zugdidi, Zugdidi (Georgia)
- 17 Mar 2009–22 Apr 2017 **Rector**
Shota Meskhia State Teaching University of Zugdidi, Zugdidi (Georgia)
- 15 Jun 2008–15 Jun 2011 **Full Professor of Philology on the Faculty of Social Sciences**
Shota Meskhia State Institute of Zugdidi, Zugdidi (Georgia)
- 11 Jun 2008 **Interim Rector**
Shota Meskhia State Institute of Zugdidi
- 29 Aug 2007 **Interim Rector**
Higher educational institution of Zugdidi
- 9 Mar 2007–18 Oct 2008 **Interim Director**
Zugdidi Branch of Ivane Janaxishvili Tbilisi State University
- 2005–Present **Coordinator**
National Examination Center of Zugdidi
- 2005–2007 **Deputy Director on the Educational Field**
Zugdidi Branch of Ivane Janaxishvili Tbilisi State University
- 2002–2005 **Deputy Governor**
Zugdidi Municipality government
- 1999–2002 **Assistant Professor at the Georgian Language Department**
Zugdidi Branch of Ivane Janaxishvili Tbilisi State University
- 1999–2002 **Invited Teacher**
Zugdidi Branch of the Academy of Physical Education and Sport
- 1999–2002 **Invited Professor**
Independent University of Zugdidi
- 1993–1999 **Invited Professor**
Tbilisi Public University "Georgia",

EDUCATION AND TRAINING

- 1998 **Doctor of Philological Sciences**
Sulkhan-Saba Orbeliani Tbilisi State Pedagogical University
- 1992–1995 **Postgraduate studies**
Sulkhan-Saba Orbeliani Tbilisi State Pedagogical University, Tbilisi (Georgia)
- 1987–1992 **Teacher of Georgian Language and Literature**
Sulkhan-Saba Orbeliani Tbilisi State Pedagogical University
- 12 Feb 2018–16 Feb 2018 **Kick of meeting, Study Visit and Training of Teachers for the EU funded project**
Academic Integrity for Quality Teaching and Learning in Higher Education Institutions in Georgia, Vienna (Austria)
- 2015–2015 **Internship in USA**
US Congress funded program: Open world (USA)
- 14 Dec 2014–21 Dec 2014 **Certificate of participating in the scientific conference and international training**
Tempus PICASA, London (United Kingdom)
Modern Methods in Education and Strategies for a University's International Relations Development
- 24 Nov 2014–24 Nov 2014 **Certificate of Attendance**
TEMPUS project: PICASA, Genoa (Italy)
"Concepts on the Internationalization of Higher Education and the International Office Developing a common understanding of Internationalization among the partners Developing and managing an International Office Developing a mission, vision, strategy Benchmarking instrument"
- 28 May 2014–30 May 2014 **Certificate of Attendance**
"Concepts on the Internationalization of Higher Education Internationalization and the Role of International Relation Offices (IRO) Staff and Student Mobility Benchmarking Tool and the MINT Approach Internationalization through R&D projects Internationalization and Development Cooperation Use of evaluation results in IRO management"
- 28 May 2014–30 May 2014 **Certificate of Attendance**
Tempus Project: PICASA
The training, seminar and project meeting
- 2007
„Employment program 2007“
Educational Course in the management of tourism and marketing implemented under the target state program
- 2007 **Educational Course**
The US Department of Agriculture, Kentucky (USA)

- 1 Apr 2005–1 Jul 2005 **Educational Courses of Computer, English and Accounting**
Association „Gaenati“, Zugdidi (Georgia)
- 2005 **Gratitude deed from the president of Georgia for preparing and holding first national exams on a high quality.**
- 2002 **The Second Degree Presidential Scholarship for Young Scientists**
- 2001 **"Financial Statistics of Government 2001 - Budget Classification"**
Independent Union of Accountants and Auditors

PERSONAL SKILLS

Mother tongue(s) Georgian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	B1
Russian	B2	B2	B2	B2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills -Good communication and contact skills
-Flexibility

Organisational / managerial skills -Adapation into a multicultural environment
- Sense of responsibility
- Work experience abroad,
-Punctuality,
-Time management ;
-Focus on details

Job-related skills -Organizational skills
-Skills of oconcentration on the several tasks
-Ability to work under pressure,
- Team work
-Fast response and decision-making skills
-Administration skills
- Leadership

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

ADDITIONAL INFORMATION

Publications

1. Aloof words and expressions in Mengrelian language: Tbilisi. Sulkhan-Saba Orbeliani State Pedagogical University. Monograph, p.3-146, 1997
2. Addressing and criteria of its expressing in Mengrelian Language. Tbilisi. Papers of faculty of Georgian language in Sulkhan-Saba Orbeliani State Pedagogical University. Volume III, p.56067, 1997
3. Sketches from Georgian linguistics. Independent social-political and literary almanac, "Tanadgoma" .Volume III. 1996
4. Appendix in Mengrelian language, school and life, №1-6, p. 19-22, Tbilisi. 1997
5. Parenthesis in Mengrelian language. Papers of Sulkhan-Saba Orbeliani State Pedagogical University. Volume V. Tbilisi. 1999, p.29-34
6. Aloof attributive in Mengrelian language. Papers of Sulkhan-Saba Orbeliani State Pedagogical University. Volume VII. 2000, p.9-14
7. Predicative in Mengrelian language. Georgian National Academy of Science. Collection of papers of Samegrelo Regional Scientific Centre and Zugdidi Branch of Ivane Javakhsishvili Tbilisi Scientific University. Tbilisi. "Year-book I". 2005, p.325-327
8. Place of aloof words in Mengrelian language. Collection of papers of Shota Meskhia State Teaching University. Book I . 2008
9. Place of grammatically non-connected words and expressions in Mengrelian language. Collection of papers of Shota Meskhia State Teaching University. 2008'1. Tbilisi 2008, p.77-88
10. Educational reform in Georgia in the XVIII century. Collection of papers of Shota Meskhia State Teaching University. 2009'2. Tbilisi 2009, p. 34-38.
11. Features of aloofness in simple sentences in Abkhazian-Georgian languages. Collection of papers of Shota Meskhia State Teaching University. 2010'3. Tbilisi 2010, p.5-12

List of works published together with co-authors

1. For Initial understanding of punctuation symbols
2. Akaki Tsereteli State University. Faculty of Humanities Second International science conference: „Modern Interdisciplinarity Humanitarian thinking” Full Collection of reports. Kutaisi.2015 pp.582-585
3. The importance of epitaph as an epigraphic inscription for historical dialectology Shota Meskhia State Teaching University of Zugdidi, Collection of papers of Shota Meskhia State Teaching University ISSN 1987-6777, Tbilisi,2017
4. Paleografia (Guide Book) Zugdidi 2017 (is in the process of printing)