

VERONICA

ODILAVADZE

Back-office Manager

About Me

Hello! I'm Veronica, an experienced back office manager skilled in data handling and organizational efficiency. With a background in marketing and expertise in content writing, I am committed to community service and eager to contribute my diverse skills to meaningful projects driving positive change.



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Tbilisi, Moscow Avenue

Language

- Georgian - Native
- English-Professional Proficiency
- Turkish(basic)
- Chinese (basic)

Expertise

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Data analysis
- MS Office
- Zoho CRM, Intercom, Jira, Kayako
- WordPress

Experience

Head of Back-Office

Realtyna

2021 - Present

Managing back-office department; Collecting, organising, merging, and cross-checking the business data in the company and defining action plans on these data like search, update, follow up, and analytics. Managing communication process between departments and actively contribute to sales strategy planning.

Content Writer

Realtyna

2021

Developing content for articles and landing pages, including the description of solutions. Being part of different marketing campaigns.

Sales Representative

Realtyna

2020

Engage in active verbal and non-verbal communication with customers, offering dedicated support, and recommending optimal solutions based on their specific needs.

Education

International Black Sea University

Bachelor of International Relations

2016 - 2020

International Black Sea University

Master of International Relations and Politics

2020 - 2022

Training, Courses and Conferences

Agile Project Management - online course

Cyber Readiness Institute - CRI

Cyber Readiness Training for Trainers

WordCamp Europe - (Athens; 2023) - WordPress Conference

The Complete Web Developer in 2023- online course