

# Saba Jajanidze

## Project Manager Business Consultant Educator

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Tbilisi, Georgia

s.jajanidze@gmail.com  
saba.jajanidze@iliauni.edu.ge  
s.jajanidze@gepra.ge  
saba@elevate.ge  
saba@solvio.dev

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### Summary

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15 years of working experience in marketing, management & consulting business. Experience in working with private, government sectors, and civil society organizations.

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### Experience

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#### University of Georgia / Head of the Startup Factory

SEPTEMBER 2023 - PRESENT

[www.ug.edu.ge](http://www.ug.edu.ge)

- ★ Lead and oversee the strategic direction and operational execution of the startup factory, fostering an environment of innovation and entrepreneurship.
- ★ Develop and implement acceleration and pre-acceleration programs tailored to the unique needs of early-stage startups.
- ★ Cultivate partnerships with investors, industry experts, and academic institutions to provide startups with access to capital, mentorship, and cutting-edge research.
- ★ Manage the factory's resources, budget, and staff, ensuring alignment with short-term and long-term objectives.

#### Solvio / Director General

FEBRUARY 2021 - PRESENT

[www.solvio.dev](http://www.solvio.dev)

- ★ Guiding the overall strategic direction of the business as well as managing its daily activities;
- ★ Developing and implementing organizational goals, procedures, and policies;
- ★ Managing, monitoring, and reviewing business operations;
- ★ Identifying improvement gaps and implementing corrective measures;
- ★ Reviewing and overseeing all financial activities, performance, and documentation;
- ★ Overseeing hiring activities and approving contracts.

#### Elevate / Managing Partner

SEPTEMBER 2019 - PRESENT

[www.elevate.ge](http://www.elevate.ge)

- ★ Applying processes and techniques to initiate, plan, manage and deliver specific projects to achieve their goals on schedule and budget;
- ★ Organizing and executing assigned business projects on behalf of clients according to client's requirements;

- ★ Meeting with assigned clients when needed and perform an initial assessment of a problematic situation;
- ★ Collecting information about the client's business through a variety of methods, providing forecasts and expectations;
- ★ Creating in-depth reports and presentations on a business's processes;
- ★ Suggesting solutions to business problems;
- ★ Facilitating workshops;
- ★ Developing strategic documents;

### **Ilia State University / Assistant Professor**

MAY 2019 - PRESENT

[www.iliauni.edu.ge](http://www.iliauni.edu.ge)

- ★ Teaching and supervising undergraduate and graduate students;
- ★ Answering questions in class or via email or telephone;
- ★ Writing proposals to secure funding for research;
- ★ Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement;
- ★ Various departmental duties and providing academic support to Professors and other staff.

### **Gepra / Senior Consultant**

AUGUST 2017 - PRESENT

[www.gepra.ge](http://www.gepra.ge)

- ★ Applying processes and techniques to initiate, plan, manage and deliver specific projects to achieve their goals on schedule and budget
- ★ Organizing and executing assigned business projects on behalf of clients according to client's requirements;
- ★ Meeting with assigned clients when needed and perform an initial assessment of a problematic situation;
- ★ Collecting information about the client's business through a variety of methods, providing forecasts and expectations
- ★ Creating in-depth reports and presentations on a business's processes;
- ★ Suggesting solutions to business problems;
- ★ Facilitating workshops;
- ★ Developing strategic documents.

### **UniLab / Deputy Head**

JANUARY 2020 - SEPTEMBER 2023

[www.unilab.iliauni.edu.ge](http://www.unilab.iliauni.edu.ge)

- ★ Provide support for the planning and business development activities;
- ★ Development, implementation, and maintenance of a strategic planning process;
- ★ Identifying improvement gaps and implementing corrective measures;

### **Ilia State University / Invited Lecturer, Marketing**

SEPTEMBER 2016 - MAY 2019

[www.iliauni.edu.ge](http://www.iliauni.edu.ge)

- ★ Teaching and supervising undergraduate and graduate students;
- ★ Answering questions in class or via email or telephone;

- ★ Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement.

### **Gepra / PR and Marketing Consultant**

SEPTEMBER 2015 - AUGUST 2017

[www.gepra.ge](http://www.gepra.ge)

- ★ Advising and Suggesting strategic communications and marketing solutions tailored to customers' requirements and needs;
- ★ Analyzing the needs of the customer and their product in terms of the market and its target consumers;
- ★ Conducting a thorough analysis of the customer's difficulties and opportunities;
- ★ Analyzing quantitative and qualitative data to improve or adapt communication strategies;
- ★ Plan communications projects and manage their implementation.

### **Club of Liberty / Project Manager**

MAY 2009 - AUGUST 2015

[www.clubofliberty.blogspot.com](http://www.clubofliberty.blogspot.com)

- ★ Plan projects and manage their implementation;

### **Free University of Tbilisi / Marketing Specialist**

MAY 2009 - AUGUST 2015

[www.freeuni.edu.ge](http://www.freeuni.edu.ge)

- ★ Writing reports, preparing presentations and similar documents;
- ★ Helping to organize market research;
- ★ Organizing and hosting presentations and customer visits.

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## **Education**

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### **Ilia State University / Master of Public Administration**

2015 - 2017

### **The Free University of Tbilisi, ESM Business School / Bachelor of Business Administration**

2007 - 2015

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## **Memberships**

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### **Georgian Association For Public Opinion Research (GAPOR) /**

Board member, Head of the financial committee

MARCH 2021 - PRESENT

### **Franklin Club / Board member**

JUNE 2021 - PRESENT

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## Skills

- ★ Strategic, critical, and analytical thinking;
- ★ Result-driven team player;
- ★ Planner and organizer;
- ★ Good interpersonal communication skills;
- ★ Tech-savvy;

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## Languages

- ★ Georgian / Native
- ★ English / Fluent
- ★ Russian / Fluent

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## Professional courses and training

- ★ KU Leuven TOT (PRINTeL project) digitally supported learning and the digital competence framework for teachers / February 2021
- ★ Ilia State University (PRINTeL project) Active learning in flipped classroom / November 2020
- ★ Ilia State University (PRINTeL project) Online assessment techniques and instruments / November 2020
- ★ USAID/HICD 2020 training in training and Development webinar / July 2020
- ★ USAID/HICD 2020 training in Leadership and Supervision Workshop / March 2020
- ★ USAID HICD 2020 training in Change Management / February 2020
- ★ USAID HICD 2020 training in Monitoring, Evaluation, and Learning / January 2020
- ★ USAID HICD 2020 training in Crucial Conversations / June 2019
- ★ USAID HICD 2020 training in HR Strategy / April 2019
- ★ USAID HICD 2020 training in Report Writing / September 2018
- ★ USAID HICD 2020 training in Proposal Writing / June 2018
- ★ USAID HICD 2020 training in Human and Institutional Capacity Development / May 2018

## Annex: Implemented Projects

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### Strategic Planning and Organizational Development Projects

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**Project:** Taso Foundation Action Plan Review

**Funding Organization:** Taso Foundation

**Position:** Strategic planning consultant

JANUARY 2024 - FEBRUARY 2024

**Project:** Georgian Democracy Initiative (GDI) Strategy Review  
and Action plan

**Funding Organization:** Georgian Democracy Initiative (GDI)

**Position:** Strategic planning consultant

DECEMBER 2023 - JANUARY 2024

**Project:** Digital Marketing and PR Agency for SMT

**Funding Organization:** Austrian Development Agency (ADA)

**Position:** Project Manager

May 2023 - SEPTEMBER 2023

**Project:** Taso Foundation Organizational Development Strategy  
and Action Plan Review

**Funding Organization:** Taso Foundation

**Position:** Strategic planning consultant

JANUARY 2023 - FEBRUARY 2023

**Project:** Platform No To Phobia - Strategy and Action plan  
Workshop

**Funding Organization:** Platform No To Phobia

**Position:** Strategic planning consultant

DECEMBER 2022 - JANUARY 2023

**Project:** Georgian Democracy Initiative (GDI) Strategy and Action  
plan

**Funding Organization:** Georgian Democracy Initiative (GDI)

**Position:** Strategic planning consultant

DECEMBER 2021 - JANUARY 2022

**Project:** Democracy Research Institute (DRI) Strategy and Action  
plan

**Funding Organization:** Democracy Research Institute (DRI)

**Position:** Strategic planning consultant

OCTOBER 2021 - NOVEMBER 2021

**Project:** Taso Foundation Organizational Development Strategy  
and Action Plan

**Funding Organization:** Taso Foundation

**Position:** Strategic planning consultant

SEPTEMBER 2021 - OCTOBER 2021

**Project:** Self-Assessment and Strategic Planning Facilitation for Civil Society Organizations (Svaneti LAG, Aitsona-Daitsona, Community Organization - Akhmeta )

**Funding Organization:** PIN (People In Need)

**Position:** Strategic planning consultant

SEPTEMBER 2020 - DECEMBER 2020

**Project:** Organizational development and sales strategy

**Funding Organization:** Wilhelmsen Ships Services Georgia

**Position:** Project Manager / Consultant

OCTOBER 2020 - FEBRUARY 2021

**Project:** The Review and Optimization of Organizational Structure and Management Practices of the Georgian Democracy Initiative (GDI)

**Funding Organization:** USAID HICD 2020

**Position:** Project Manager / Consultant

JANUARY 2020 - JUNE 2020

**Project:** Target of Opportunity intervention for the Review and Optimization of the Organizational Structure of Article 42 of the Constitution

**Funding Organization:** USAID HICD 2020

**Position:** Project Manager / Consultant

MARCH 2019 - JUNE 2019

**Project:** Business associations development program (organizational development strategy for five business associations)

**Funding Organization:** USAID G4G

**Position:** Project Manager / Consultant

FEBRUARY 2018 - SEPTEMBER 2018

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## Strategic Communication Projects

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**Project:** Developing a Public Relations Strategy and a Communications Action Plan to support the Pension Agency (“the Agency”) in raising awareness about its activities, and its role and importance in administering the pension savings reform in Georgia.

**Funding Organization:** USAID Georgia HICD Activity

**Position:** Project Manager

OCTOBER 2022 - OCTOBER 2023

**Project:** Developing a long-term communication/marketing strategy for the NELP Akhaltsikhe (Rabat) Castle Administration (ACA).

**Funding Organization:** USAID Georgia HICD Activity

**Position:** Project Manager

OCTOBER 2022 - APRIL 2023

**Project:** Enhancing Association BioSubtropic's Communication with the Public

**Funding Organization:** USAID Georgia HICD Activity

**Position:** Project Manager

MAY 2022 - JULY 2022

**Project:** Human Rights House Tbilisi (HRHT) 1-year communication strategy and action plan, strategic planning workshop

**Funding Organization:** Human Rights House Tbilisi (HRHT)

**Position:** Project Manager/ Consultant

JULY 2021 - AUGUST 2021

**Project:** Construction equipment and materials application ZIDI - Marketing and branding strategy and communication action plan

**Funding Organization:** Indeco LLC

**Position:** Project Manager/ Consultant

NOVEMBER 2020 - MAY 2021

**Project:** Qualitative and Quantitative research on attitudes of the public and key stakeholders toward new energy reform and development of the three-year communication strategy and one-year action plan

**Funding Organization:** Deloitte Consulting Overseas Projects LLC

**Position:** Project Manager

SEPTEMBER 2019 - FEBRUARY 2020

**Project:** Target of Opportunity Intervention for Enhancing Article 42 of the Constitution's brand and Communication practice with the Public

**Funding Organization:** USAID HICD 2020

**Position:** Project Manager

SEPTEMBER 2019 - FEBRUARY 2020

**Project:** Elaborating info-packs for the TVET stakeholders

**Funding Organization:** deutsche gesellschaft für internationale zusammenarbeit (GIZ)

**Position:** Project Manager

AUGUST 2019 - SEPTEMBER 2019

**Project:** Elaboration of the design system and communication materials for the EBIT GROUP

**Funding Organization:** EBIT Group

**Position:** Communication Consultant

NOVEMBER 2018 - JULY 2019

**Project:** Georgian Civil Society Sustainability Initiative –  
Overcoming the stereotypes  
**Funding Organization:** Civil Society Institute  
**Position:** Communication Consultant  
FEBRUARY 2018 - SEPTEMBER 2018

**Project:** Development of the three-year PR/Marketing  
communications strategy and action plan and corresponding one-  
year action plans for food safety and animal health directions  
**Funding Organization:** USAID HICD 2020  
**Position:** Communication Consultant  
MARCH 2018 - OCTOBER 2018

**Project:** Communication of the waste management benefits for  
target groups (needs assessment and strategic planning)  
**Funding Organization:** The Association of nonalcoholic beverages  
**Position:** Communication Consultant  
MARCH 2017 - OCTOBER 2017

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## IT Projects

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**Project:** <http://gfacrm.org.ge> -Georgian Farmers Association’s  
GeoGap - Farmer’s certification web app  
**Funding Organization:** Georgian Farmers Association  
**Position:** Project Manager, Business Analyst  
APRIL 2022 - NOVEMBER 2022

**Project:** <http://gfacrm.org.ge> -Georgian Farmers Association’s  
(GFA) Customer Relationship Management Application  
**Funding Organization:** Georgian Farmers Association  
**Position:** Project Manager, Business Analyst  
NOVEMBER 2021 - MARCH 2022

**Project:** [www.centersdatabase.ge](http://www.centersdatabase.ge) - developing a contact e-  
database for Network of Center for Civic Engagement (NCCE).  
**Funding Organization:** East-West Management Institute, Inc.  
**Position:** Project Manager, Business Analyst  
SEPTEMBER 2021 - NOVEMBER 2021

**Project:** [www.forwarder.ge](http://www.forwarder.ge)  
**Funding Organization:** Forwarder LLC  
**Position:** Project Manager, Business Analyst  
AUGUST 2021 - OCTOBER 2021

**Project:** [www.ideakutaisi.ge](http://www.ideakutaisi.ge)  
**Funding Organization:** Gepra  
**Position:** Project Manager, Business Analyst  
SEPTEMBER 2021 - OCTOBER 2021

**Project:** [www.dcfta.gov.ge](http://www.dcfta.gov.ge)



**Funding Organization:** Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

**Position:** Project Manager, Business Analyst

JULY 2018 - OCTOBER 2018

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## Research Projects

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**Project:** Qualitative and quantitative research on attitudes of the public and key stakeholder groups toward hydro energy

**Funding Organization:** Georgia Energy Development Fund (GEDF)

**Position:** Project Manager

MAY 2021 - AUGUST 2019

**Project:** Conformity research between the demands of the business sector and the programs VET colleges Offer

**Funding Organization:** Georgian Chamber of Commerce and Industry (GCCII)

**Position:** Project Manager

SEPTEMBER 2018 - NOVEMBER 2018

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## Education Projects

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**Project:** The training course "Computer skills basic courses" in the frames of the project "Local Investments in Networks for Knowledge for Knowledge and Skill-share (LINKS)"

**Funding Organization:** Open Society Georgia Foundation (OSGF)

**Position:** Project Manager

AUGUST 2021 - DECEMBER 2022

**Project:** Academic Integrity for Quality Teaching and Learning in Higher Education Institutions in Georgia (INTEGRITY) – Communication and stakeholder engagement component

**Funding Organization:** Erasmus+

**Position:** Project Manager

SEPTEMBER 2019 - FEBRUARY 2020