

# Elene Murvanidze

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## EDUCATION

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- Sep. 2018 – **Colorado State University** Fort Collins, CO  
*Ph.D. in Economics*
- Sep. 2015 – **University of Denver** Denver, CO  
June 2017 *M.A. in Economics. Major GPA: 3.94*
- Sep. 2011 – **Izmir University of Economics** Izmir, Turkey  
June 2015 *B.A. in Economics; B.A. in PR & Advertising. Major GPA: 3.93*
- Fall 2013 **University of Strasbourg** Strasbourg, France  
*Erasmus Exchange Program*

## WORK EXPERIENCE

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- Sep. 2017 – **Arrow Electronics**  
Present Business Operations Associate — IBM Software
- Manage the day to day sales operations including Purchase Order receipts and consignment sales order billings.
  - Provide the highest level of service and customer satisfaction while maintaining efficiencies in corporate operational processes and procedures.
- June 2016 – **Colorado Department of Transportation**  
Apr. 2017 Performance Analyst
- Measured and evaluate process efficiency by conducting data analysis on over 100 performance indicators.
  - Developed scorecards, presentations, and web designs that display department performance in a visual format and help identify areas for improvement.
  - Aligned quarterly reports with state and federal authority regulations; incorporated them into target setting processes.
- Sep. 2015 – **University of Denver**  
June 2017 Graduate Teaching Assistant
- Lectured and graded assignments and exams for four different introductory and intermediate Economics courses averaging 120 students per quarter.
  - Encouraged student effort through supportive teaching and positive reinforcement; when applicable, use real life examples to cover challenging course material.
- June 2012 – **Georgian Youth Parliament**  
Sep. 2012 Environment Committee Chair
- Ensured fair working conditions and motivated delegate participation through open communication and acknowledgement of contributions.
  - Identified strengths of the delegates and through the development of a strong team spirit, guided the team of 20 to draft “top resolutions” of the session.

## LEADERSHIP

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- Future Leaders Exchange Alumni Association* Tbilisi, Georgia (2010 – Present)
- Cofounder of TARDIS communication agency* Izmir, Turkey (2014 – 2015)
- Founder of International Students Club* Izmir, Turkey (2013 – 2015)

## Key Skills

Data Analysis  
Research  
Project Coordination  
Leadership  
Time Management  
Presentations

## Technical Skills

MS Office  
Stata  
Gretl  
R  
Eviews  
Oracle Applications

## Awards

Satish Raichur Award,  
Outstanding Graduate Student.

Outstanding Delegate,  
Model United Nations.

USA President’s Volunteer Service Award.

Best Speaker, European

## Languages

English ●●●●●  
Georgian ●●●●●  
Russian ●●●●●  
Turkish ●●●○○  
French ●○○○○