

Nerses Arslanian - Los Angeles, CA

 (818) 423-3353 |  nerses.arslanian@gmail.com |

[linkedin.com/in/nerses-arslanian](https://www.linkedin.com/in/nerses-arslanian)

PROFESSIONAL EXPERIENCE

E-commerce Assistant

Suzanne Kalan – Los Angeles, CA

April 2023 – February 2025

- Packaged and shipped jewelry using Parcel Pro and FedEx Shipping Manager.
- Tracked shipping, packaging, and office supply inventory to ensure seamless logistics.
- Handled repair processing for retail and wholesale clients, including return labels, damage assessment, and repair logs with before-and-after photos.
- Responded to customer inquiries about repairs and status updates.
- Used LogicMate software to manage inventory, create sales orders, memos, and proposals. Reorganized and updated jewelry descriptions and product data using Microsoft Excel.

Customer Service & E-commerce Support

Factory Direct Jewelry – Los Angeles, CA

February 2022 – September 2022

- Responded to customer inquiries regarding products, services, and order status.
- Entered and maintained product data for new listings.
- Managed office and shipping supplies to support daily operations.
- Created training video tutorials to onboard coworkers in online listing procedures.

Contributing Writer

The Daily Star – Beirut, Lebanon

February – August 2016

- Reported on local events and community stories in downtown Beirut.
- Conducted interviews with nonprofit leaders and small business owners.
- Generated story ideas and wrote original articles under tight deadlines.

EDUCATION

Master of Arts, Philosophy

American University of Beirut — 2021

Bachelor of Arts, Political Studies

American University of Beirut — 2015

TECHNICAL & CREATIVE SKILLS

- Academic Writing (Expert)
- Microsoft Office & Google Workspace (Highly Proficient)
- HTML/CSS (Highly Proficient)
- JavaScript / React (Proficient)

ADDITIONAL EXPERIENCE

Philosophy Student Society Member

American University of Beirut | Jan 2017 – Dec 2019

- Organized events and public discussions.
- Moderated live debates and guest speaker panels.

Staff Writer

Outlook – American University of Beirut | Jan 2012 – May 2015

- Reported on campus events and conducted interviews.
- Wrote investigative articles based on surveys and fieldwork.
- Published op-eds, including “On Education, Rights, and Democracy” featured in MainGate Magazine.