

CURRICULUM VITAE

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Nationality: Armenian

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WORK EXPERIENCE

2019 - present	<p><u>Documentation Section Coordinator, "MTS Armenia" CJSC, Viva-MTS Armenia (subsidiary of MTS OJSC), Yerevan, Armenia.</u></p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Ensure Documentation Section staff management• Allocate, monitor and control the staff duties and responsibilities• Participate in the development of the overall Unit strategy and execute the strategy of the Section• Drafting and provision of business plans, budget forecast and reports• Setting and evaluation of staff key performance indicators• Assess the needs of the staff, motivate on better performance• Ensure Process regulations and Normative documents systematic update and follow up, informing the staff on modified processes• Coordinate and ensure proper conclusion of contracts, control over their execution• Coordinate the activities of the Documentation Management, Archiving and Reception Sub-Sections• Organize cooperation between Company and postal services Providers, coordinate Business and Direct Mails smooth delivery processes
2010 - 2019	<p><u>"Translator/Interpreter", "K-Telecom" CJSC, VivaCell-MTS Armenia (subsidiary of MTS OJSC), Yerevan, Armenia.</u></p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Follow up and delegation of Translation Section related requests and tasks;

	<ul style="list-style-type: none"> • Follow up and control over timely, proper and accurate translation of documents by the translators of the section; • Drafting and revision of section related normative documents; • Participation in recruitment processes of translators and interns; • Coaching and mentoring newly hired translators and interns; • Compiling and daily update status report for the requests received by the section; • Compiling daily/weekly/quarterly/annual performance reports of the section; • Translation and editing of normative documents contracts, user manuals, technical specifications, regulations, orders, instructions, training materials, protocols, memorandums, technical, financial documentation and other internal documents of the company; • Interpretation during conferences, meetings, trainings and other corporate events; • Implementation of administrative tasks, namely preparing presentations, project implementation plans, organization of meetings, filing and archiving documents.
2013	<u>Freelance interpretation for EU Twinning Projects</u>
2008 - 2010	<u>"Translation agent", "K-Telecom" CJSC, VivaCell-MTS Armenia (subsidiary of MTS OJSC). Yerevan, Armenia.</u> <u>Responsibilities:</u> <ul style="list-style-type: none"> • Translation and editing of normative documents contracts, regulations, orders, instructions, training materials, protocols, memorandums, technical, financial documentation and other internal documents of the company; • Interpretation during conferences, meetings, trainings and other corporate events; • Implementation of administrative tasks.
2006	<u>Volunteer translator-interpreter at AEPLAC (Armenian European Political and Legal Advice Centre)</u>

Trainings

Courses

15.11.2021 – 15.12.2021 Agile Project Management Certification, BDG
10.03.2021 – 15.04,21021 Foundations of Project Management
Oct 2021 – Introduction to PM, Udemy
18.06.2020-17.10.2020 Innovation Leadership Development by John K. Coyle

2011-2014 In house trainings and courses organized by VivaCell-MTS

- Situational Leadership
- Basic Managerial Skills

- Is That Easy to Be a Manager
- Presentation Skills
- Efficient Negotiation Skills

Education

Year	University
2000 - 2005	Yerevan State Linguistic University after V. Brusov, Yerevan, Armenia, Master's Degree, Specialization- English language and Political Science

Languages

- English – Fluent
- Russian – Fluent
- French – Basic
- Armenian – Native

Computer Skills

- Microsoft Office (MS Outlook, MS Word, MS Excel, MS Power Point)
- SDL Trados (professional software for translators), Jira, Google Suite, MS Project

Other Info

- Driving license
- Married, three children