

Firuz A. Abramyan

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Objective

Diversified business professional with strong project administration skills and some human resources experience, interested in obtaining a challenging position in project management. U.S. Permanent Resident.

Skills

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| • Microsoft Windows Platforms, Apple Mac OS X | • English, Russian, and Armenian language fluency |
| • MS Office 2013: Excel, Word, PowerPoint, Outlook, Access | • Experience in multicultural environment |
| • Microsoft Axapta/Dynamics AX Key User | • Outstanding time-management skills |
| • Crystal Reports | • Able to quickly learn custom software platforms |
| • Google Docs | • Able to motivate people and lead in stressful situations |
| • HTML | • Firebase |
| • CSS | • Multiple libraries |
| • JavaScript | • JQuery |
| • Node.js | • Bootstrap |
| • APIs | • Salesforce |

Experience

Solvay, Princeton, NJ

February 2016 - December 2017

Associate IT Project Manager

- Writing training programs for international teams;
- Facilitating and leading various IT rollout trainings for international teams.
- Managing small IT projects (various IT rollouts - up to \$100,000 budgets)
- Helping to manage a multimillion dollar merge (IT consolidation)
- Managing the site for the merger
- Managing all the documentation that was related to the architecture of the project
- Helping with the proposal documentation
- Writing company wide newsletters with updates
- Preparing and delivering various trainings for new international and American teams
- Preparing presentations and documentations for conference weeks
- Taking notes on key meetings
- Working with IT professionals on resolving issues related to consolidation
- Working on Sales Force tickets (when we were short staffed)
- Working with outside contractors, vendors

Zebra Pen Corporation, Edison, NJ

September 2012-Current

Operations Project Administrator

- Indirectly manage new manufacturing projects.
- Indirectly manage international production, distribution, purchasing, and import/export departments.
- Design and produce various inventory, production, and sales reports for executive team.
- Produce daily inventory and production reports for entire company.
- Perform shipping and logistics tasks, various reports for shipping and logistics manager.
- Supervise new item cost sheet process.

- Principal responsibility for new item creation in Axapta.
- Handle and mitigate production crises.
- Liaise between international team and NJ management.
- Train international employees on corporate process.

Worldwide Express, Middlesex, NJ
Project Administrator

January 2012 - June 2012

- Utilize creative problem-solving and team management skills to achieve optimum utilization of resources.
- Design and maintain projects for Tier-1 customers.
- Interact with individual Tier-1 customers in order to foster important relationships and ensure that issues are settled satisfactorily.
- Complete time sensitive projects such as cost reports, shipment detail reports, and shipment schedules for Tier-1 customers.
- Efficiently multitask in high call volume environment, including dealing with many different projects simultaneously.

Worldwide Express, Middlesex, NJ
2011

June 2011 - December

H.R. Assistant

- Assist the manager with various H.R. tasks, including reviewing resumes to identify potential candidates, screening and interviewing job applicants, performing background checks of potential candidates, and facilitating a positive work environment.
- Assist the manager with psychological and legal aspects of employee relations.
- Assist with managing the day-to-day efficiency of the office.
- Assist with the design of a new performance evaluation form and incentive reward system.

Education

Penn LPS Coding Boot Camp, online
Full Stack Developer

2019-2020

Rutgers University, Piscataway, NJ
Bachelor of Science, GPA: 3.89, Summa Cum Laude

2011 - 2012

- Major: *Labor Studies*, Minor: *Human Resources Management*

Institute of Management and Social-Information Technologies (IMSIT), Krasnodar, Russia
Studied Business Management, GPA: 3.66

2003 - 2007

- Transferred credits to Rutgers University

Professional and Academic Associations

- Delta Epsilon Iota Honor Society