



LENA KARAMYAN

CONTACT DETAILS

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HOBBIES AND INTERESTS

- Programming, learning new languages, coding
- Interested in computer, software and technical innovations
- Swimming, running, dancing
- Pets (cats, fishes, etc)
- Music, movies, books

PERSONAL QUALITIES

- Responsibility
- Focus on results
- Stress resistance
- Striving for development and growth
- Fast learning skills
- Communication skills
- Teamwork skills

WORK EXPERIENCE

General IT manager

Computer service center "Sahak Service"
| 2015 - 2019

- Management of the technical unit
- Organization of service works
- Communication with clients, consulting about computer and other technologies, as well as about problems
- Sales of computer equipment, accessories, software, security and video surveillance systems

Manager / Computer operator

Security Agency | 2014 - 2015

- Preparation of contracts, invoices, general document control
- Assistance to lawyer and accountant
- Organization of office works

IT manager

Computer service center | 2013 - 2014

- Organization of service works, partly and technical unit
- Communication with clients, consulting about computer and other technologies, as well as about problems
- Sales of computer equipment, accessories and software

Computer operator

Call center | 2012 - 2013

- Call operator
- Connecting customers by telephone line
- Partly organization of center works

Computer and printing services center
| 2008 - 2012

- Computer operator - printing, scanning, laminating and so on
- Cash transactions
- Partly organization of center works

MOTTO IN LIFE

Since everything is in our hands, we had better not lose them

LANGUAGE SKILLS

- Armenian - Native
- Russian - Advanced
- English - Upper intermediate
- Spanish - Beginner

TRAININGS

- Kaspersky laboratories trainings
- Microsoft trainings
- ESET NOD32 antivirus training
- ACBA-Credit Agricole Bank business trainings

Reference is available upon request

Manager / Computer operator

Real estate agency | 2006 - 2008

- Organization of office works
- Website maintenance
- Communication with clients, consulting

EDUCATION

Learning web programming

2017 -

- HTML, CSS, Sass, Bootstrap
- Javascript, JQuery, PHP

Learning languages

2016 -

- Spanish
- English

Accounting courses and practice

2013 - 2015

- Accounting
- Tax law
- 1C / AS (Armenian Software)

Computer courses and practice

2005 - 2008

- Software and hardware support

High technical education - Incomplete

Polytechnic University | 2004 - 2007

- Faculty of computational engineering (Programming)

Secondary school

After Suren Spandaryan N24
| 1994 - 2004

PROFESSIONAL SKILLS

- Web programming - Junior - HTML, CSS, Sass, Bootstrap, Javascript, JQuery, PHP
- 1C, AS, Invoicing, MS Word, Excel, Win XP, 7, 8, 10, Photoshop, CorelDraw
- Connection, setup and maintenance of computer and peripheral devices
- General knowledge of local networks, intercoms, video surveillance and security alarm systems
- Ability to work freely on Internet and in social networks