



# Zhenya Ohanyan

## Work Experience

### [Property Vision Media] 2021-present

#### Project Coordinator

- Directed, organized, and controlled project activities, ensuring alignment with project objectives and timelines .
- Established and maintained strong relationships with clients through email, direct messages, and call support, quickly identifying their requirements and aligning project deliverables with business goals.
- Used project scheduling tools to monitor progress, track expenditures, and ensure accurate reporting of project status to both clients and internal teams.
- Managed client inboxes, ensuring timely and comprehensive responses to inquiries while prioritizing client satisfaction.
- Developed and implemented spreadsheets to streamline document management, data analysis, and project tracking, enhancing overall efficiency in managing project activities.
- Verified that all published content met quality standards, contributing to the platform's reliability and client satisfaction.

### [Caritas Armenia NGO] 2019-2020

#### Interpreter, Translator

- Facilitated clear communication between English and Armenian-speaking individuals, enhancing mutual understanding and collaboration.
- Conducted simultaneous interpretation from English to Armenian and vice versa in real-time conversations, ensuring accuracy and cultural relevance.

### [Birthright Armenia NGO] 2017-2018

#### Interpreter

- Facilitated clear communication between English and Armenian-speaking individuals, enhancing mutual understanding and collaboration.
- Conducted simultaneous interpretation from English to Armenian and vice versa in real-time conversations, ensuring accuracy and cultural relevance.

## Education

### 2020-2022

- Master's Degree in English Language and Literature
- Shirak State University Foundation

### 2016-2020

- Bachelor's Degree in English Language and Literature
- Shirak State University Foundation

## Expertise Skills

- Strong Time Management Skills
- Advanced Problem-Solving Abilities
- Proficient in using Calendly
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with project management tools (such as Trello, Asana, Jira) and processes
- Experienced with Slack for team collaboration
- Agile Project Management

## Languages

- Armenian: Native
- English: Advanced
- Russian: Basic/Conversational

## Contact Me



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