

# Pamyk Charyyeva

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**Github:** <https://github.com/pamykcharyyeva>

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I am a New York based Full Stack developer, and a graduate of the Flatiron School's Software Immersion Program. I have a natural passion for honing my existing programming skillsets, learning about new technologies, and adding new languages to my multilingual repertoire (which currently consists of English, Russian, Turkmen, and Turkish).

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## PROFESSIONAL EXPERIENCE

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### FLATIRON SCHOOL

#### *Full-Stack Developer*

New York, New York

Apr 2019 – Aug. 2019

- 15 Weeks Software Immersion Program
- My stack: Ruby/Rails, React, Redux, Vanilla Javascript, HTML, and CSS.

### SIMON RASKIN DPM

#### *Office Manager*

Brooklyn, New York

Mar. 2018 – Dec. 2018

- Performed insurance checks and obtain authorizations from insurance companies
- Assisted the doctors and nurses by preparing patient rooms, sterilizing medical instruments, and taking X-Rays of patients
- Processed payments and organized patient documentation
- Managed appointments and performed customer service

### IKAHN CAPITAL LLC

#### *Senior Loan Processor*

New York, New York

Jul. 2016 – Aug. 2017

- Requested, reviewed, and verified loan documents, including income, credit, appraisal and title insurance to ensure accuracy of the documentation for the underwriting department
- Monitored daily workflows to ensure all loans were being processed in accordance with company timeline deadlines
- Ensured all necessary and critical changes that required pre-disclosure were accurately notated within the origination system for compliance purposes
- Coordinated loan closings with customers, title companies, and loan agents

### MARY OIL & GAS CONSTRUCTION TRUST

#### *Financial Analyst*

Mary, Turkmenistan

Dec. 2011 – Apr. 2013

- Reviewed financial statements and billing reports for accuracy and completeness
- Processed monthly expenses
- Managed and maintained data repositories
- Drafted summaries from inventory and sales reports

### RÖNESANS-TÜRKMEN İNŞAAT SANAYİ VE TİCARET A.Ş

#### *Executive Assistant to CEO*

Mary, Turkmenistan

Feb. 2011- Sep. 2011

- Drafted and circulated internal and external email correspondences, including company-wide communications and report summaries
- Managed coordination of administrative support across multiple offices, including travel support and expense reports
- Translated Russian and English documents, including contract services and agreements
- Maintained executive calendars and handled scheduling needs
- Provided customer service to 50+ internal and external clients daily
- Responded to client inquiries via email and telephone

### MARY OIL & GAS COMPANY

#### *Analyst*

Mary, Turkmenistan

Feb. 2010 – Jan. 2011

- Managed the company database to ensure accurate data entry
  - Oversaw inventory control, product logistics, and payroll
  - Assisted team members to resolve and troubleshoot IT inquiries, software issues, and hardware problems
  - Composed documents and directed client phone calls
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