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EDUCATION

Master of Arts	American University of Armenia (AUA), Yerevan, Armenia School of Political Science and international Affairs (PSIA) 2006 - 2008
Diploma	Yerevan State Linguistic University after V. Brusov, Yerevan, Armenia English Language and Political Sciences Department, 1992– 1997
Certificate Degrees	
Institute for Democracy and Human Rights (IDHR) NGO	Dec 2006 – Feb 2007 "The Role of Education in the Process of Poverty Reduction" <i>Yerevan, Armenia</i>
Central European University (CEU)	Jul 7 – 18, 2003 "Toleration and Multiculturalism: Western and Eastern Perspectives" Budapest, Hungary
Central European University (CEU)	Jul 24 – Aug 4, 2000 "Intercultural Citizenship: the South-East Context" Budapest, Hungary
American University of Armenia (AUA)	May 30 – Jul 29, 2000 Extension Program, English Course (advanced level) <i>Yerevan, Armenia</i>
Armenian Library Association, Open Society Institute (OSI)	Jul, 1998 Library Course, <i>Yerevan, Armenia</i>
ACN Computing Higher Educational Establishment	1997 – 1998 Computer Course with specialization of computer operator <i>Yerevan, Armenia</i>
American University of Armenia (AUA)	Nov 1994 "Rule of Law in the Transition to Democracy" Yerevan, Armenia

PROFESSIONAL EXPERIENCE

AUA, College of Business & Economics, Yerevan, Armenia <i>Operations Coordinator</i>	2008 – Present
AUA, School of Business & Management, Yerevan, Armenia <i>Executive Assistant</i>	1998 – 2008
AUA, Center for Business and Research Development (CBRD) at SBM, Yerevan, Armenia <i>Assistant to the Dean</i>	2001 – Present
AUA, Turpanjian Center for Policy Analysis (TCPA), WRC Survey Project, Yerevan, Armenia <i>Interviewer</i>	May, 2007
AUA, Japonica Intersectoral Center (JIC), Yerevan, Armenia <i>Administrative Secretary</i>	2001 – 2002
AUA, Environmental Management Course, Yerevan, Armenia <i>Assistant</i>	Feb – Mar, 1999
Agricultural Academy of Armenia, Library Information Department, Yerevan, Armenia <i>Librarian</i>	Apr – Aug, 1998
“Malatya-Sebastya” Social Service, “Paros” Program, Yerevan, Armenia <i>Assistant to the Registrar</i>	Summer, 1993

AWARDS

AUA, Letter of Gratitude for 15-year extensive work experience, Yerevan, Armenia,	23 Dec 2013
AUA, Letter of Gratitude for 10-year extensive work experience, Yerevan, Armenia,	23 Dec 2008
AUA, Letter of Gratitude for 5-year extensive work experience, Yerevan, Armenia,	23 Dec 2003
Full SUN Scholarship, OSI, CEU, Budapest, Hungary,	7 Jul – 18 Jul, 2003
Full SUN Scholarship, OSI, CEU, Budapest, Hungary,	24 Jul – 4 Aug, 2000
Full Scholarship, AUA, Extension Program, Yerevan, Armenia,	30 May – 29 Jul, 2000
Full Scholarship, OSI, Armenian Library Association, Yerevan, Armenia,	Summer, 1998
Full Scholarship, AUA, Extension Program, Yerevan, Armenia,	Nov 1994

WORKSHOPS/SEMINARS/TRAINING PROGRAMS

AUA, Session on WebPage design (Photoshop, HTML, Dreamweaver).	Mar - Apr, 2004
AUA, Session on MS Office (EXCEL (advanced); ACCESS: 1st level; ACCESS: 2nd level (ADVANCED))	Oct - Nov, 2002
AUA, Cross-Cultural Communication Seminar	Apr 26, 2002
Business Writing/Communication in English	Feb, 2002
AUA, 1. Service Quality Improvement 2. Business Communication in English a) Letter writing in English; b) Telephone Skills	Summer 2000

TECHNICAL SKILLS

Experienced with MS Office; Netscape Communicator; E-mail System.

Able to use Copier, Typewriter, and Fax.

LANGUAGES

Armenian as a native language; Fluent in English and Russian.