**Anna Orduyan 02/04/1991**

Yerevan, Bagratunyac 38 ap. 8

anulikfcb@mail.ru

**Education**

Secondary School after Egishe Charenc, Yerevan 1997 - 2007

Yerevan State University Faculty of Romance and 2007 - 2011

Germanic Philology, English Philology Chair, Bachelor’s Degree

Yerevan State University Faculty of Journalism, Master’s Degree 2011 – 2013

**Work History**

### Giving private English lessons at home 2008 - 2010

* Client Relations Manager, SEO Consultant, 2010 – 2012

EworldSystems Company

* Call Center Consultant 2012 – 2012

Orange Armenia Company

* Administrative assistant 2012 – till now

ASPAR ARMS LLC

 **Skills/Qualifications**

* Work well under pressure as part of a team
* Responsible, efficient and flexible
* Polite, respectful and courteous manners
* Possess excellent communication and inter-personal skills

Computer Skills

* Microsoft Word
* Microsoft Excel
* Power Point
* Outlook
* Proficient Knowledge of Internet

**Languages**

Armenian – Native

English – Fluent

Russian – Fluent

German - satisfactory