



Arus Shahinyan

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Education

Stockholm University

Master of Science in International and Comparative Education

Language of instruction – English

September 2015- present

American University of Armenia

Master of Arts in Teaching English as a Foreign Language

Language of instruction-English

September 2012 – June 2014

Russian-Armenian (Slavonic) State University

Bachelor in Journalism

Language of instruction – Russian

September 2004 – June 2008

Relevant Translating Experience

A1+ TV Company

Assistant Producer / Administrative Assistant/ Translator/Interpreter from Armenian/English to Russian (www.a1plus.am)

February 2007 - August 2008

- Translation of the news articles in online regime (politics, economics, society, culture, sports)
- Webpage administration and coordination of other language translators
- Assistance to the Producer in daily documentation, organizational assistance in TV show shooting.
- Direct assistance to the Director of the TV Company.

Freelance Translator

February 2007-present

Fields: IT, telecommunication, Technical, Law, PR, Marketing, HR, Sports, Christian/Biblical, Human Rights

Translation tools: Wordfast, SDLTrados

Registered and acting member of ***Translationdirectory; Proz; Vocabridge; Translationbase***

Worked on various projects for the following translation agencies:

Transperfect Translation Agency, Pearl Linguistics; Christian Translations (2007-present)

Worked on Child-to Child Toolkit translation project for ***Save the Children Armenia NGO (2010)***

Language pairs:

Russian-English /vice versa

Russian-Armenian/vice versa

Other Work Experience

VivaCell-MTS ([K-Telecom CJSC, MTS Group](#))

Training/Career Development Specialist

October 2010 to October 2015

- Implementation of learning programs according to the existing corporate learning plan of the Company
- Training Evaluation and Feedback Form, based on Kirkpatrick's Learning Evaluation Model (reaction of student -learning - behaviour -results)
- Ensuring smooth flow of logistical and administrative operations which have relevance with internal and external learning programs (invoices, contracts, acts of acceptance, company internal documentation, etc)
- Evaluation reporting and analyses of training provision
- Evaluation reporting and analyses of the courses proposed and training provision of the training companies, in accordance with the current needs of the Company.
- Orientation of the new and raising awareness among the permanent staff on corporate matters
- Negotiations with the Training companies
- Research and action planning of alternative developmental events apart from the standard learning plan of the company.
- Monthly, quarterly and yearly reporting, audit reporting Ensuring audit documentation in accordance with requirements and normative documentation set by MTS Group and external audit

VivaCell-MTS (K-Telecom CJSC, MTS Group www.mts.am)

Administrative Assistant to the Head of HR Department

September 2008 - October 2010

- Supporting in the administration of day-to-day operations of the Human Resources executive departmental functions and duties.
- Ensuring smooth implementation of clerical and administration activities and efficient management of the department's executive operations.
- Organization of domestic and foreign business trips, visa applications, business trip documentation
- Direct assistance to the Head of HR Department.

Skills, Honors and Activities

- **Languages mastered:** Armenian (Native), Russian (Native), English (Advanced); Swedish (Beginner)
- **Social skills and competences:** Team building, excellent communication skills gained during work as an Assistant, client orientation, flexible to changes, ownership
- **Organisational skills and competences:** Sense of organization (experience in logistics); Good experience in project management, time management, high sense of responsibility
- **Technical skills and competences:** Good command of HR processes and activities, presentation skills gained through trainings, presentations at AUA and VC-MTS, analytical skills
- **Computer skills and competences:** Good command of Microsoft Office tools (Word Excel, PowerPoint, etc); professional command of Armenian Software (Armsoft); Adobe InDesign
- Certificate of participation in **HR Competency Management** training by CSP Middle East (<http://www.cspme.com>; LinkedIn)
- Certificate of participation in **Professional Development For HR, Talent Management (HR), Managing Learning and Development** by MCE Management Centre Europe (www.mce-ama.com) (2012)

Certificates of participation in Corporate Trainings by VivaCell-MTS

"Project Management"; "Basic Management Skills"; "Intangible Motivation"; "Stress Management"; "Tutorship"; "Client Orientation"; "Training Content Management"; "Effective Listening and Questioning Techniques"; "Conflict Management"; "Change Management"; "Time Management"; "Interpersonal Conflicts"; "Presentation with guaranteed success"; "Effective internal communication: from negotiations to selling ideas"; "Situational Management"