

ARSLAN PAYTYKOV

#83 ORAZMYRADOV ST. AKYAP. SAKARCHAGA, MARY. TURKMENISTAN +99369909045 ARSLAN.PB@GMAIL.COM

PROFESSIONAL SUMMARY

- Responsible and motivated person with over 5 years of office management experience. Possesses several crucial skills which will contribute to maximize productivity and complete every given task effectively. Hard worker with a determination who would not give up for any difficulty, nor leave the tasks undone.

WORK EXPERIENCE

CARS AND HORSES INVESTMENTS, KENNEDALE, TX

Office Manager, Jan 2016 – Jan 2017

- Responsible for transferring titles to new ownership
- Replying and offering solution to customers' concerns.
- Marketing cars online to attract more customers

LRC CARS AND TRUCKS, KENNEDALE, TX

Office Manager, Aug 2012 – Jun 2015

- Assisting and managing the all paperwork needs of the company and the owner
- Managing online inventory and market them through different advertising websites to attract customers
- Finalizing sales paperwork and transferring titles to the new owners
- Managing company website and develop SEO strategies.

WEB BASED TRANSLATION SERVICES

Freelance translator, May 2009 – March 2015

- Translating English to Turkmen, Turkmen to English projects.

LRC CARS AND TRUCKS, KENNEDALE, TX

Office Assistant, May 2011 – Aug 2012

- Filling out and filing the sales paperwork
- Assisting with Microsoft Office

GUMGUZER PRIVATE ENGLISH LANGUAGE CENTER, SAKARCHAGA, MARY

English Language Tutor for ESL Students, Jul 2006 – Mar 2009

- Teaching English to local Turkmen students
- Preparing and managing course supplies for the students

EDUCATION

UNIVERSITY OF TEXAS AT ARLINGTON, ARLINGTON, TX

Bachelors of Art in Political Science, Dec 2015

- Graduated with honors (CUM LAUDE)

HILL COLLEGE, CLEBURNE, TX

Associates in Arts, Dec 2012

SHATLYK SPECIALIZED REGIONAL SCHOOL, SHATLYK, MARY

High School Diploma, May 2005

- Graduated with honors

ADDITIONAL SKILLS

- Fluent in three languages (English, Russian, and Turkmen)
- Management and customer support (preparing and managing office paperwork, replying and solving customer concerns)

- Excellent computer skills (MS Office, Photoshop, Frazer, e.g.)
- Web Development and SEO (Wordpress, Google analytics, Google webmaster tools, SEO keyword strategies)
- Marketing (Social Networking, Facebook and Google+ business page development)
- Good writing skills (Reports, Briefs, and blog posts)
- Online Sales (eBay, Amazon and other eCommerce sites)

AWARDS AND HONORS

- Honorary Graduation - Cum Laude (University of Texas at Arlington)
- The President's Volunteer Service Award (USA)
- Partnership Award (Camp Fire USA)
- Volunteer Shining Star (Shining Stars Foundation)
- Honorary Graduation (Shatlyk Specialized School- Turkmenistan)

CERTIFICATES

- Certificate of Recognition on the completion of an academic exchange program in the United States.
- Certificate of Completion - Leadership Enhancement Training