



SONA MAGHAKYAN

City, street, apartment/
zip code

RA, Yerevan 0055,
Soghomon Tarants 4b., ap. 25

093 73 44 75

maghakyan11@gmail.com

GENERAL INFORMATION

Date/month/year of birth 23.03.1992

Nationality: Armenian

WORK EXPERIENCE

N11 primary school named after Monte Melkonyan – English teacher

Yerevan, 18.01.2023 till now

Responsibilities

- Compile a curriculum for the relevant academic year in accordance with the academic age of the students and teach English.

Eccellente Services Pvt. Ltd. in India – Translator and Transcriber

Yerevan, 20.08.2020 till now

Responsibilities,

- Make translations, correct wrong translations.
- Listen to audio recordings and write in the specified system with correct spelling and punctuation according to all the rules of the online special program.

“Beauty Park” Beauty salon and “Intel Park” – Manager

Yerevan, 15.03.2021 till now- part-time

Responsibilities

- Supervise the work of all departments of the salon, organize and control the correct work of employees, provide them with the necessary tools
- Solve any problems that arise
- Receive and refer customers
- Perform sales manager and cashier duties
- Make registrations through calls and letters
- Provide certificates and make translations as needed

Gintare/ GoTranscript in Canada– Transcriber

Yerevan, 08.05.2022 -31.01.2023

Responsibilities,

- Listen to audio recordings and write in the specified system with correct spelling and punctuation according to all the rules of the online special program.

“ONE WAY TOUR” Tour Agency – Head of Inner Tours Department

Yerevan, 01.05.2018-01.05.2019 (01.05.2019- till physical leave)

Responsibilities

- Supervise the work arising from the functions of the department, organize and monitor, correct the work of managers if necessary, make schedules and distribute work among managers based on the type of work and their abilities.
- Solve any problems that arise
- Make tour directions and organize the tours
- Perform all organizational functions related to the realization of tours
- Research competing companies and stay one step ahead of them
- Accept and refer customers
- Make sales and accept payments

- Do translations from English to Armenian and vice versa, from Russian to Armenian
- Assist managers in their work if necessary
- Provide team motivation

**“ONE WAY TOUR” Tour Agency – Head of Inner Tours Department
– Inner tour manager**

Yerevan, 01.05.2017-01.05.2018

Responsibilities

- Make registrations through calls and letters
- Do translations from English to Armenian and vice versa, from Russian to Armenian
- Serve customers
- Receive payments
- Make Facebook posts and a variety of other similar functions

"ARNADO" LTD, DDD complex - Senior Pool Administrator

Yerevan, 26.06.2015-30.04.2018

Responsibilities

- cashier's, sales manager's and administrator's responsibilities
- monitoring the work of pool employees,
- customer service,
- receiving phone calls,
- sale of subscription cards,
- performing translations from English to Armenian and making reports

Carrefour - Employee of the goods receiving department

Yerevan, 18.03.2015-01.04.2015

Responsibilities

- Computer input and output of documents for receiving and delivery of goods.

"ARNADO" LTD, DDD complex - Senior Pool Administrator

Yerevan, 12.05.2014-16.12.2014

Responsibilities

- cashier's, sales manager's and administrator's responsibilities
- monitoring the work of pool employees,
- customer service,
- receiving phone calls,
- sale of subscription cards,
- performing translations from English to Armenian and making reports

English Club – Assistant director, English teacher

Yerevan, 05.05.2012-20.06.2012

Responsibilities

- supervision of all teachers' work,

- making advertising posters,
- doing translations from Armenian to English and vice versa
- other computer tasks,
- teaching English

EDUCATION

- **Yerevan Brusov State University of Languages and Social Sciences** - Master's degree - 2012-2014

"International relations"

- **Yerevan State Linguistic University after V. Brusov** - Bachelor - 2008-2012

"Linguistics" – Italian-English

- **Secondary school № 190 named after Galust Gyulbenkyan** - 1998-2008

COMPUTER SKILLS

- MS office Excel,
- MS office word,
- Internet,
- MS Power Point

LANGUAGES

	Reading	Writing	Speaking	Understanding
Armenian(native)	Excellent	Excellent	Excellent	Excellent
Russian	Good	Good	Good	Excellent
English	Excellent	Excellent	Excellent	Excellent
Italian	Excellent	Excellent	Good	Good
Arabic	Good	Good	Sufficient	Sufficient

CERTIFICATES

- Certificate of Recognition for Simulated International Negotiation for Leadership Development "Access to water in Africa: the issue of control of the Nile", 23 July, 2006
- Certificate of knowledge and skills corresponding to the B2 level of the Pan-European scale of language proficiency measurement, by the Center for Additional and Continuing Education of YSU, February 2, 2012
- Certificato di Conoscenza della Lingua Italiana, Livello B1 Celi 2, Università Per Stranieri di Perugia, CVCL- Centro Per la Valutazione e le Certificazioni Linguistiche, 19 July, 2012

MARITAL STATUS

Married, I have 1 child.