



Violetta Abovyan


DATE OF BIRTH:
20/04/1986


CONTACT

Nationality: Armenian

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Viber: viber

WORK EXPERIENCE

07/12/2018 - 11/12/2018

STO Interpreter in Early Parliamentary Elections 2018- Republic of Armenia

OSCE/ODIHR Election Observation Mission

- Interpretation during the observation

Yerevan, Armenia

15/09/2014 - 01/06/2018 - Yerevan, Armenia

Administrative assistant

Economic and Commercial Counsellor's Office of the Chinese Embassy in Armenia

- Translation of different agreements and official documents
- Interpretation of meetings and official visits
- Preparation of quarterly and annual reports
- Analyses of statistical data
- Arrangement of visits and meetings
- Organization of events
- Provision of efficient contacts between the office and different ministerial officials
- Office and staff management
- Supply of office equipment and household goods.

Yerevan, Armenia

22/04/2014 - 30/06/2014 - Yerevan, Armenia

Lecturer of the Greek Language

Faculty of Russian Philology of Yerevan State University

- Lectures on Greek Language, Literature and Culture

Yerevan, Armenia

01/09/2009 - 01/07/2013 - Yerevan, Armenia

Lecturer of the Greek Language

Faculty of Foreign Languages of Yerevan State Linguistic University after V. Brusov

- Lectures on Greek Language, Literature and Culture

Yerevan, Armenia

01/06/2008 - 06/02/2009 - Yerevan, Armenia

Linguist-translator

"Aviainfotel" C.J.S.C (AIT Systems)

- Translation of agreements and reports

- Creation of helps in English, Russian and Armenian
- Document Identification System (DIS)
- Multilingual Dictionary
- www.mailonmap.com

Yerevan, Armenia

EDUCATION AND TRAINING

01/09/2013 - CURRENT - Yerevan, Armenia

PhD in Philology

Yerevan Brusov State University of Languages and Social Sciences

01/04/2014 - 30/06/2014 - Athens, Greece

Training Program "ΔΙΑΥΛΟΣ" in Teaching Modern Greek as a Foreign Language

Greek Language Centre, the Ministry of Education and Religion of the Republic of Greece

25/06/2013 - 05/07/2013 - Thessaloniki, Greece

Summer Seminar on "Methods of teaching Greek as a Foreign/ Second Language"

Aristotle University of Thessaloniki

20/09/2011 - Thessaloniki, Greece

Certificate of Attainment of Greek (Πιστοποίηση Ελληνομάθειας) for Γ1 level (Certificate with honor

Ministry of Education, Lifelong Learning and Religious Affairs

01/07/2010 - 30/07/2010 - Ioannina, Greece

Summer Seminar in the Greek Language and Culture

The University of Ioannina

01/09/2003 - 01/07/2008 - Yerevan, Armenia

Master's Degree, Specialist of the English and Greek Languages, Teacher of English and Greek

Yerevan State Linguistic University after V. Brusov

11/06/2007 - 19/07/2007 - Athens, Greece

Summer Course of the Greek Language ("ΘΥΕΣΠΑ")

National and Kapodistrian University of Athens

LANGUAGE SKILLS

MOTHER TONGUE(S): Armenian

English

Listening
C2

Reading
C2

Spoken
production
C2

Spoken
interaction
C2

Writing
C2

Russian

Listening
C2

Reading
C2

Spoken
production
C2

Spoken
interaction
C2

Writing
C2

Modern Greek

Listening
C1

Reading
C1

Spoken
production
C1

Spoken
interaction
C1

Writing
C1

ORGANISATIONAL SKILLS

Organisational skills

- Creating and keeping deadlines
- Decision making
- Managing appointments
- Team management
- Making schedules
- Coordinating events
- Productivity
- Teamwork
- Team leadership
- Office management

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Excellent verbal and written communication skills both with the office staff and with ministerial officials
- Experienced at giving presentations and reports to large audiences
- Excellent teaching, methodological and pedagogical skills

JOB-RELATED SKILLS

Job-related skills

Proficient with Microsoft Office programmes, Internet Explorer, Adobe Premier and Virtual Dub