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# MONICA MELKONYAN

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+79852451797

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## SKILLS

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Languages:

Armenian-Mother Tongue  
Russian- Near Native  
English- Near Native  
German-Intermediate

Basic knowledge of MS office (  
Word, Excel, PowerPoint )

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## WORK EXPERIENCE

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### **Translator/Institute of Applied Problems of Physics RA**

Date: from September 2013 to December 2014

Everyday translation of scientific and general documents

Participated in on-the-job training with several different departments, including human resources, payroll, accounting, and executive support.

### **Translator and Administrative Assistant/ Non-Governmental Organization of Disabled People**

Date: from January 2015 to August 2016

Performed numerous administrative tasks as necessary, including scheduling meetings, interacting with visitors, and answering phone calls and emails from customers, translating foreign partners` emails.

### **Translator and Administrative Assistant/ BESIDA LLC**

Date: from November 2016 till now

Responsible for relations with foreign customers, Serve as on-call translator for teleconferences as required.

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## EDUCATION

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### **Bachelor`s Degree:** Foreign Languages/2009-2013

Yerevan State Linguistic University

### **Master`s Degree:** Management/2014-2016

National Academy of Science of RA

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