*CURRICULUM VITAE*

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 **Anna Hakobyan**

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| **YEAR OF BIRTH** 1976 **ACADEMIC EDUCATION** February 2002- November 2003 American University of Armenia, **MBA degree**, Yerevan, Armenia Management / Marketing specializationSeptember 1993-June 1998 |
| ***Teacher of English*** Department of Foreign Languages, Vanadzor State Teachers’  Training Institute, Vanadzor, Armenia Diploma: Teacher of English  |
| **PROFESSIONAL EXPERIENCE****May 2012 – up to the present***Chief Translator* **at Translation Centre of the Ministry of Justice of the Republic of Armenia**Duties:* *English to Russian and Armenian, Armenian, Russian to English and Russian-Armenian, Armenian-Russian translations of international agreements, contracts, laws, EU, EC regulations directives, UN resolutions, etc. Translation of economic and customs agreements, CVP and others; Customs Union and Common Eurasian Economic Space documentation; occasional review of translations.*

**February 2013 OSCE/ODIHR election observation mission, Armenia 2013 presidential** **election*****Interpreter for STOs*** (Short-term observers) (in Kotayk Region of Armenia):**Duties:*** English to Armenian and vice versa interpretation for STOs during visits to the polling stations, TEC, local authorities
* Short written translations
* Accompanying STOs on their trips

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**2007–2011 BBC (British Broadcasting Corporation) Monitoring service** Yerevan, Armenia***Monitoring Journalist:***Duties:* Writing feature articles, media behaviour notes, preparing press quotes based on monitoring of Armenian press, websites, TV channels, radio and social media (Facebook, blogs, forums, discussions), etc.
* Preparing (translating and summarising, writing news reports from Armenian and Russian into English)
* Monitoring major economic, political and social events in Armenia and alerting editors on events.
* Preparing video and photo material as requested, editing video and photo material.
* Preparing summaries of TV news programmes (transcribing Armenian TV programmes into English)
* Collecting and using extensive knowledge of Armenian press and other media.

**May-August 2007 USAID-supported - Center for Agricultural and Rural Development**  **(CARD),*****Project Assistant***Duties:* Preparing stakeholder applications, writing project quarterly reports.
* Carrying out search of requested agricultural products via Internet, contacting suppliers of agricultural equipment and technologies.
* Assisting projects in the Agricultural Department of CARD.
* Going on field trips to visit agricultural businesses.
* Translation/interpretation, preparing letters, etc.

**March 2005- December 2006 UNDP Armenia Humanitarian De-mining Project*****Project Assistant*** Duties:* Providing project and administrative support.
* Preparing press releases, translating report on implementation of the project, organizing meetings and news conferences.
* Providing written English-Armenian/Russian-English translations for the project (de-mining, first aid translations, project reporting and correspondence)
* Providing interpretations (English-Armenian/Russian-English) for project international experts.

December 2003 – Nov 2004Project Manager Interchurch Peace Council (a Holland based organization), Capacity **Building Project*** Management of Capacity Building Project of the Nagornyy Karabakh Committee of “Helsinki Initiative-92”, NK
* Overseeing implementation of project activities, compliance with deadlines
* Writing project progress and final reports.
* Overseeing implementation of project budget.

April 2000 – May 2002Freelance correspondent Transitions Online (TOL) Internet magazine (www.tol.cz)* Writing articles (including features) in English for various section of the magazine.
* Interviewing experts in political and economic spheres and ordinary people in order to prepare articles and features for publication.

March 2003 – **Translator/Interpreter** for Medicines sans Frontiers Mental Health Project,  Gegharkunik Region, ArmeniaDuties:* Translation of medical texts – patient records, meetings, results of examination, proposed treatment, etc
* Interpretation during patient interviews and staff meetings, field visits.

June 2000 – February 2002Translator/Receptionist UMCOR-Armenia, Yerevan, ArmeniaDuties:* Oral and written English-Armenian-Russian translations (finance, legal, medical (medical supplies, pharmaceuticals, agricultural).
* Wide range of admin duties, managing car schedule, correspondence, calls, etc.

February 99 – June 2000 ***Office Coordinator*** a*t* **a USAID-financed project of Armenian Technology Group, Inc.**  (ATG) a non-profit US NGO, NK Honey Production Project, Nagorno Karabakh  office, Stepanakert, Nagorno Karabakh *Duties:** Serving as a liaison office for beneficiaries in times of absence of Project Manager.
* *Administrative and petty cash duties, supervision of drivers, preparation and maintenance of agricultural inventory logs.*
* *Organization of meetings and seminars.*
* *Both oral and written translations into English, Armenian and Russian and vv (legal documents, contracts and agricultural technical literature (in particular beekeeping, wine-making and wheat growing).*

Apr. 1998-Feb. 1999 ***Project Assistant*** *at* ***TACIS-financed Civil Society project of*** Helsinki Citizens’ Assembly, Vanadzor office, Vanadzor, Armenia * Organisation of international and local seminars, courses, conferences and meetings.
* Both oral and written translations into English, Armenian and Russian and vv (human rights, civil society, democracy).

**1996-1998 –** private translations/interpretations |
| **TECHNICAL SKILLS/COMPUTER LITERACY:** **Software owned and used:** TRADOS 2007, TRADOS Studio 2011, Microsoft Office (Excel, Word, Access), PowerPoint, etc. Extensive Internet user.  **Office equipment:** Copier, fax, scanner.  |
| **LANGUAGES:** Armenian (native). Russian (fluent). English (fluent). Ukrainian (good), Italian (basic)**REFERENCES:**Professional references:***Armen Grigoryan****, BCPR programme UNDP HQ, New York City, the USA; email: armen.grigoryan@undp.org**Gohar Grigoryan,* HOM, UMCOR- Armenia; ph: +374 10 248141, 282977 e-mail: gohar@umcor.amGagik Sardaryan, Director, CARD (Center for Rural and Agricultural Development), ph: + (374 60) 440-550 ADDITIONAL REFERENCES AVAILABLE UPON REQUEST**Associations**: Member at Proz.com , translatorscafe.com, weblancer.net, free-lance.ru |