*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 specialization September 1993-June 1998 |
| ***Teacher of English*** Department of Foreign Languages, Vanadzor State Teachers’ Training Institute, Vanadzor, ArmeniaDiploma: 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   **May 2012 OSCE/ODIHR election observation mission, Armenia 2012 parliamentary 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   **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, Armenia  Duties:   * 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, Armenia Duties:   * 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.am  Gagik 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 |