Nazeli Gamityan

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Result-driven achiever and effective team member with exceptional communication and computer skills. Highly flexible, adept at multi-tasking and thriving in a fast-paced environment while coordinating & assisting numerous time sensitive projects. Fluent in English, Armenian and Russian languages.

**Professional Experience:**

**Member Action Center SEIU 2015 07/2009 to present**

* Assisting members on the phone with their membership issues.
* Taking escalation calls from the MRO’s.
* Assisting Nursing Home members with their issues and collecting the important information for further assistance.
* RSVP the members for different union related actions, events and trainings.
* Work closely with management in addressing staff questions on SOP
* Drafting Grievances, examining the contracts and explaining to the members their benefits

**Membership Satisfaction 05/2003 to 07/2009**

SEIU 6434

* Assisting over 200,000 Union members throughout the State of California
* Answering telephone calls & assisting visitors
* Processing dental cancellation and reinstatement requests. Assisting Union members with benefit information
* Filing claims to the IHSS offices for the late checks, lack of time sheets, incomplete hours paid
* Holding New Member Orientations, Job Registry Orientations using the PowerPoint presentation.

**Coordinator 07/2002 to 05/2003**

Homecare Workers Training Center

* Organizing IHSS Classes
* Recruiting students for the classes
* Coordinating schedules, logistics planning & training the members

**Armenian and Russian Translator for On Time Translation 07/2002 to present**

* Translation of the Newspapers, Articles, Ballots, Election Documents, Flyers, Campaign Literatures. Interpretation of Union events, E-Board meetings, Town Hall Meetings.

**English Language Teacher 09/1996 – 01/2000**

Yerevan State University

* Teaching English Language to the students of the Faculty of International Economy

**Education:**

* Yerevan State University, Armenia **09/1992- 06/1997**

 Master’s Degree in English Language and Philology