

LUSINE SARGSYAN
“High quality and accurate translations”
English < > Armenian, English < > Russian



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PROFILE: Native speaker of Armenian and Russian with BA and MA in English
HR, Law, IT specialization - extensive experience in HR, Law, IT translations
Up to date professional software - ability to work with all file formats
Numerous recommendations from translation companies
(<http://www.proz.com/translator/1199710>)

EXPERIENCE:

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| 04/2010 | Present | <p>Freelance translator, proofreader and subtitler (English < > Armenian, English < > Russian) Recent large projects include: Marketing materials for tourism (English-Armenian, 20,000 words) Translated.net Certificates (English-Armenian-Russian, 50,000 words) Employee Handbook (English-Armenian 10,000 words), Transperfect, USA Court hearings (English-Russian, 30,000 words), Transperfect, USA Wine making machine manual (English-Armenian, 50,000 words), Tilti Systems GmbH, Austria Tenders (English-Armenian, 10,000 words), Germany Websites translation (English-Armenian, 10,000 words), USA Online questionnaires (English-Armenian-Russian, 15,000 words), Surrey Translation Bureau, UK Court Decision (Armenian-English, 9,000 words), Surrey Translation Bureau, UK Sermons (English-Russian), Aberdeen US Election Statements (English-Russian, English-Armenian, 50,000 words)</p> |
| 03/2005 | 10/2010 | <p>HR Senior Agent, responsibilities:</p> <ul style="list-style-type: none">• Develop and implement HR policies, procedures and forms• Write and update job descriptions of the employees• Maintain awareness and knowledge of RA Labor Code and provide interpretation to the staff within organization• Manage employees' records• Payrolls (AS-Accounting 4.0) <p>“Karabakh Telecom” CJSC – Stepanakert, Armenia www.karabakhtelecom.com</p> |
| 09/2003 | 03/2005 | <p>Lecturing English at law, economy and management departments. “Russian–Armenian Academy for the Humanities”, Stepanakert, Armenia</p> |
| 09/2003 | 03/2005 | <p>Lecturing English (lexis) at the department of Foreign Languages “Mesrop Mashtots” University, Stepanakert, Armenia</p> |
| 09/2003 | 06/2004 | <p>English language teacher and cultural events organizer Secondary School 11, Stepanakert, Armenia</p> |

EDUCATION:

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| 2001 | 2003 | Romance-Germanic Philology Faculty, English Philology Department (MA) Yerevan State University – Yerevan, Armenia |
| 1997 | 2001 | Department of Foreign Languages (English, German) (BA) Diploma with honors, Artshakh State University – Stepanakert, Armenia |

TRAININGS:

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| 06/2009 | HR Training in Vivacell “K-Telecom” Yerevan, Armenia |
| 10/2008 | Human Resources Competence Management CSP Middle East, Stepanakert, Armenia |
| 04/ 2008 | Certificate in Republic of Armenia Labour Code “BSC” LLC and “Aharon Paradigma” CJSC, Yerevan, Armenia |
| 04/2008 | Driving License (B, C) Stepanakert, Armenia |

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| LANGUAGES: | Armenian & Russian (native), English (fluent), Hungarian (intermediate), French (intermediate), German (intermediate), Italian (basic) |
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| SOFTWARE: | Microsoft Windows, MS-Office, Internet and E-mail SDL Trados Studio 2019, Wordfast, Aegi Sub, Transcriber |
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| RATES: | 0.08 USD - translation, 0.03 USD - proofreading |
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