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Sona Clardy

Experience

Armenian Tourism Development Agency, Yerevan, RA

Senior Adviser/Weekend & Holiday Manager (Nov. 2008 – Dec.2010)

- Providing tourists with comprehensive travel information on Armenia
- Gathering and Updating tourist related information for ARMENIA*Information* database
- Researching on Armenia tour product related news, translating, editing and uploading on www.armeniainfo.am website
- Uploading Armenia tourism related information on world known tourism portals
- Responsible for TOURISM ARMENIA page on Facebook and Twitter
- Supervising Tourism Advisers' work during week-ends and holidays
- Closely working with the Office Manager
- Assisting with the logistics when hosting FAM and PRESS Trips for foreign media and tour operators
- ATDA representative at JATA tourism fair (2008 Tokyo, Japan)

Armenian Tourism Development Agency, Yerevan, RA

Tourism Adviser (Sept. 2006 – Nov. 2008)

- Provided tourists with comprehensive travel information on Armenia
- Gathered and Updated tourist related information for ARMENIA*Information* database
- Updated the website

Armenian Tourism Development Agency/Armenian National Statistic Service, Yerevan, Armenia

Surveyor (Sept. 2006-May 2007)

- Interviewed passengers (tourists and locals)
- Filled in the questionnaire surveys
- Supervised the surveyors

Armenian Tourism Development Agency, Yerevan, RA

Internship (May 2006-November 2006)

- Translated contracts and reports from English into Armenian and vice versa
- Gathered and Updated tourist related information for ARMENIA*Information* database
- Participated in activities organized by ATDA

Warm Hearth-The First Group Home in Armenia, Yerevan, RA

Monitor/Volunteer (January 2006-June 2006)

- Visited Warm hearth 4 times in a month
- Checked the staff (how they treat the residents)
- Entertained the residents

American Councils, RA

English Language Teacher in Regions (2004 September)

- Introduced the students aged 15-17 to the American culture
- Prepared them for the FLEX contest

'Sosi' NGO, Kapan, RA

Co-founder (November 2002- May 2003)

- Co-coordinated Special Olympics event, working with children with special needs to facilitate an event new to Kapan area
- Participated in city wide marketing effort for new Non Governmental Organization
- Distributed marketing collateral to residents
- Entertained the kids with different activities

Owana Club (Bible study for young boys and girls), Fresno, Ca

Volunteering (January 2002- May 2002)

- Assisted the students with studying their Bible verses
- Educational-entertaining classes for children aged 10-15

U.S. Peace Corps, Kapan, RA

Cross Cultural Facilitator (2002-2003)

- Tutored Armenian Language to Peace Corps Volunteers
- Introduced the volunteers to the Armenian History and Culture

Education

Yerevan State Linguistic University after V. Brusov, Yerevan, RA

Diploma (2003-2008)

Department of Romance-Germanic Languages

Clovis West High School, Fresno CA, USA

2001-2002

Awards

2001, Full Scholarship on FREEDOM Support Act, FLEX High School Program

Seminars

DISABILITY AWARENESS: FLEX ALUMNI LEAD FOR CHANGE Symposium

2005, September, Moscow, Russia

Workshops

2002 Organized and presented multi-session training course on computer and Internet use.

Identified and gathered resources and materials for successful presentation.

Computer Skills

MS Word, MS Excel, MS PowerPoint, Adobe Photoshop, Adobe InDesign, Internet, Keyboarding Skills 50 WPM

Languages

Armenian (native), English (excellent), Russian (good), Spanish (good)

References available upon request