

Hakop Shatanyan

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Credentials

- Dedicated and motivated professional office worker who cares for and works well with people;
- Tri-lingual translator with fluency in Armenian, English, and Russian (reading, writing, typing; in the mentioned order). Meticulous attention to detail;
- Good organizational and time management skills, as well as strong verbal and written communication abilities;
- Knowledgeable in problem assessment, multitasking, and ability to work in fast paced office environment;
- 17 years of volunteer service (14 abroad, 5 years in Russia and 9 years in Armenia) for none profit organization of Jehovah's Witnesses is a testimony of love and care for and dedication to people.

Experience

OFFICE ASSISTANT/MANAGER IN THE BRANCH OFFICE OF NONE PROFIT ORGANIZATION OF JEHOVAH'S WITNESSES IN ARMENIA – 2006-2016

- Organizing about 140 different language congregations (churches) in the country with 11.000 witnesses;
- Translating letters and documents between English and Armenian;
- Interpreting foreign public visitors;
- Organizing assemblies in circuit level and district level;
- Caring for the needs of and answering the inquiries of circuit servants and full time evangelizers;
- Providing direction in written and oral form to all congregations;
- In an organized way maintaining the database of each and every congregation and full time volunteer with the entire correspondence;
- Communicating with other branches of Jehovah's Witnesses as needed via interbranch memoranda;
- Worked directly with the oversight interviewing and hiring staff.

TRANSLATION IN THE BRANCH OFFICE OF NONE PROFIT ORGANIZATION OF JEHOVAH'S WITNESSES IN RUSSIA – 2001-2006

- Leading, organizing, and managing the team of 8-12 translators, translating Bible based tracts, forms, outlines, magazines (*The Watchtower* is the most widely distributed magazine

in the world. Over 52,000,000 copies are printed each month, and the magazine is published in 247 languages.) brochures, books, and Bibles from English to Armenian. All of the above publications have wide circulation just like *The Watchtower*;

- Tasks included: Receiving the electronic publications, scheduling the translations, making sure the deadlines are met, and the material is sent to printing on timely manner, assessing that certain articles and publications are translated by the most experienced translators, so that high quality standards are met. Organizing weekly meetings to insure translation standards are met by all translators, addressing the needs of translators, and discussing other essential matters for smooth workflow;
- Communicating with other branches of Jehovah's Witnesses as needed via interbranch memoranda;
- Worked directly with the oversight interviewing and hiring staff.

VOLUNTEER IN THE SHIPPING DEPARTMENT IN THE BRANCH OFFICE OF NONE PROFIT ORGANIZATION OF JEHOVAH'S WITNESSES IN UNITED STATES – 1999-2001

- Shipping, packing, and sending Bible based publications of Jehovah's Witnesses.

X-RAY TECHNICIAN, PHLEBOTOMY TECHNICIAN, DOCTOR'S ASSISTANT IN LOS ANGELES, CA – 1999

- Doing x-rays, processing films, drawing blood, vital signs, EKG, and other medical office work.

Skills

- Good communicator who effectively conveys information in writing and verbally;
- Excellent knowledge of MS Word, fair knowledge of MS Excel programs;
- Fluent knowledge of speaking, reading, and writing, as well as tying in English, Armenian, and Russian;
- Job completion in timely manner, good work ethics and time management, multitasking, organized with paper and electronic filing. Meticulous attention to detail. Very efficient when performing alone;
- Follow instructions, dependable, honest, mature, fast learner; good attitude, high level of professionalism and good work ethics.

Education

- MODERN TECHNOLOGY COLLEGE, North Hollywood CA: December 1998
X-Ray Technician, Phlebotomy Technician, Doctor's Assistant.
- SCHOOL FOR KINGDOM EVANGELIZERS, Tbilisi, Georgia: July 2015
Full Time Volunteer in USA, Russia, and Armenia branch offices of Jehovah's Witnesses.

References

Available upon request.