



Asya Khachoyan

Freelance Translator English/Russian/Italian/Armenian

Personal

+37494038608

asya.khachoyan@gmail.com

03 August 1986

Aygeshat, 5th street, 8th house, Armavir, Armenia

Yes

Yes

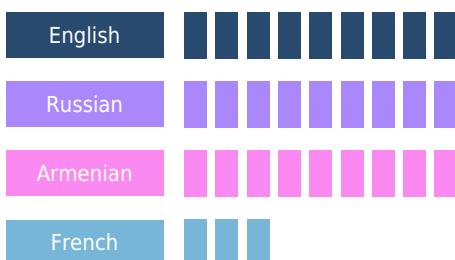
Professional Skills



Personal skills

Written communication skills, Positive attitude, Time management , Problem solving , Detail-oriented, Goal-oriented, Logical thinking, Teamwork, Hardworking, Sense of responsibility

Languages



Experience



Freelance Translator

Translation Agency

2019 March - Present

Rome, Italy

Airbnb website translation (localization) for Armenia (From English into Armenian)



Freelance Translator/Interpreter

Freelance Translator

2010 January - Present

Providing freelance translation/interpretation services since 2010.



Head Teacher of the International Class

Rockies Real English

2018 April - 2018 November

Jinan, Shandong province, China

Organizing the whole day of the 2.5-3-year-old children. Planning and summarizing the day (with the help of Chinese teacher), conducting English lessons, and organizing outdoor activities.



Executive Assistant to CEO

IU Networks LLC

2017 February - 2018 March

Yerevan, Armenia

Direct report to CEO, reading, researching, and routing correspondence; drafting letters; collecting information; maintaining CEO's appointment schedule by planning and scheduling meetings; welcoming guests and customers; answering or directing inquiries; maintaining customer confidence and protecting operations by keeping information confidential; preparing minutes of meeting; translating documents from English/Russian into Armenian.



Translator (part-time)

"AR" TELEVISION STUDIO LLC

2015 September - 2017 April

Yerevan, Armenia

Social Media



Documentary film translation from Russian/English into Armenian for further broadcast.



Marketing Specialist

BTA Bank

2014 June - 2016 August

Yerevan, Armenia

Terminal support supply, website content update, marketing research.



Interpreter

MGM

2012 November - 2012
November

Recanati (MC), Italy

Business meeting interpretation (from Italian into Armenian and vice versa)



Executive Assistant to CEO

BTA Bank

2012 April - 2014 June

Yerevan, Armenia

Direct report to CEO, registering correspondence; drafting letters; collecting information; maintaining CEO's appointment schedule by planning and scheduling meetings; welcoming guests and customers; answering or directing inquiries; preparing minutes of meeting; translating documents from English/Russian into Armenian or vice versa.



Executive Assistant to Founding Director-Translator/Interpreter

Rutsog Invest

2010 December - 2011
October

*Moscow, Russian
Federation*

Direct report to Founding Director; routing correspondence after the Director had read and directed it; registering correspondence; interpreting business meetings with foreign partners/employees (from Italian/English into Russian and vice versa); interpreting conference calls usually with the hired Italian architect and the project coordinator; translating contracts and other documentation from Russian into English; exchanging e-mails with foreign partners/employees; arranging travels, visas and accommodation; screening phone calls and directing them when appropriate, organizing and maintaining diaries and making appointments, etc.



Executive Assistant to CEO (Angelo Caroli)

Angelo Caroli

2010 December - 2011
October

*Moscow, Russian
Federation*

Direct report to CEO (Mr. Angelo Caroli), interpreting business meetings with Russian partners from Russian into Italian and vice versa; interpreting conference calls from Russian into Italian and vice versa; planning and scheduling meetings; answering or directing inquiries.



Seller consultant

"ZIGZAG" Co. Ltd

2009 November - 2010
October

Yerevan, Armenia

Providing information and necessary consultation about imported Italian kitchen furniture; doing preliminary design; arranging orders, shipping and delivery from Italy to Armenia.

Education and training

Bachelor's Degree

Yerevan State Linguistic University after V. Brusov

2005 September - 2009
May

Yerevan, Armenia

English and Italian language studies

References

Angelo Caroli (Angelo Caroli)

"Founding Director"

Email: angelo.caroli@angelocaroli.com

Phone: +393420263592

Pier Luigi Bruschi (Consulenza di Direzione e Organizzazione)

"Director"

Email: info@etruscanssea.it

Phone: +393284424164

Zarine Khachatryan (Yerevan State Linguistic University)

"Teacher of Italian Language"

Email: zarinekhachatryan@yahoo.it

Phone: +447454630410

Additional information

1. Università per stranieri di Perugia - Final Test Certificate (From B2 level to C1 level)
2. IELTS Academic (International English Language Testing System) overall band score 6.0