

# RIMMA PAPAZYAN

## Logistics Manager / Freelance Translator

### PERSONAL DETAILS

- Born June 11, 1986
- Mobile: +374 55200209
- E-mail: rimmap2000@gmail.com

### SKILLS AND ABILITIES

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great analytical, problem solving and organizational abilities

### PREVIOUS EDUCATION

#### **American University of Armenia**

Department of English Programs,  
Master of Art in Teaching English as a Foreign Language  
(2010 - 2012)

#### **Russian-Armenian (Slavonic) University**

Department of Political Science,  
Specialist in International Relations (MA)  
(2003 - 2008)

### FREELANCE WORK EXPERIENCE

#### **English-Russian-Armenian Translator**

(2013 - Present)

Translation expertise:

- Business/Commerce/Marketing, Education, Engineering, IT, Fashion, Tourism, Linguistics, Government, Politics, Arts, Food and Drinks

#### **Teacher of English and Russian as a Foreign Language**

(2011- 2013)

- Planned, prepared and delivered lessons to students with different age groups
- Prepared and organized tests
- Provided appropriate feedback on oral and written works
- Produced new materials, including audio and visual resources

### WORK EXPERIENCE

#### **Logistics Manager**

Consel Ltd. (April 2018 - Present)

- Plan and monitor imports
- Select carriers, negotiate contracts and rates
- Communicate with manufacturers and suppliers
- Receive and check loading and import documents
- Ensure all operations adhere to the laws, guidelines and requirements

#### **Company Website Development Coordinator**

Consel Ltd. (September 2016 - April 2018)

- Cooperated with IT specialists to ensure the usability of the website
- Managed the overall visual look of the website, including images, videos, and other digital media
- Collaborated with marketing and other professionals to coordinate brand awareness and marketing efforts
- Developed/edited/translated content for the company's web pages

#### **Executive Assistant & Translator**

Consel Ltd. (March 2013 - March 2015)

- Provided English-Russian-Armenian text translations
- Forwarded information by receiving and distributing communications, collecting and mailing correspondence, writing business letters
- Prepared documents and reports

#### **Teacher of English as a Foreign Language**

English Time Language Center (January 2013 - March 2013)

- Planned, prepared and delivered lessons to students with different age groups
- Prepared and organized tests
- Provided appropriate feedback on oral and written works
- Produced new materials, including audio and visual resources

#### **Cashier**

Orange Armenia, France Telecom (November 2009 – June 2010)

- Provided service to the customers
- Maintained accurate records regarding the sales of services and goods conducted in the service center
- Resolved customer complaints