**CURRICULUM VITAE**

 **Mrs Anna Ghazaryan**

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**Experience**

**May 2010 to July 2018** Senior Specialist, International Relations Department (Ministry of Culture of

 Armenia)

* Collaboration with International Organizations and Institutions such as CoE, European Union, IFACCA, BSEC and etc.
* Cooperation with more than 16 countries (UAE, Kuwait, Iraq, Syria, Qatar, Oman, Jordan, Bahrain, Italy, Vatican, Malta, Israel, Vietnam, Thailand, Korea, Ethiopia)
* Realisation of various local and international cultural programs
* Preparation of bilateral agreements on cultural cooperation
* Translation and interpretation

**May 2009 to May 2010** Leading Specialist, General Department (Ministry of Culture of Armenia)

* Preparation of Governmental meeting materials for the Minister
* Attending meetings on the Minister’s behalf
* Taking action points and writing minutes
* Preparing papers for meetings
* Registration of daily letters

**August 2006 to May 2009** Assistant to the Minister (Ministry of Culture of Armenia)

* Planning and organizing Cabinet meetings
* Responsibility for the management and administration of the Minister’s office
* Organising travel and preparing complex travel itineraries
* Preparing correspondence

**October 2005 to July 2006** Marketing Manager (Metropol Hotel)

* Responsibility for coordinating marketing and promotional activities
* Evaluation of marketing strategy
* Promotion and sales of hospitality property’s products
* Contact with guests and colleagues

**August 2004 to July 2005** Travel Agent (VisitArm  Company)

* Promoting and marketing the business
* Maintaining statistical and financial records
* Meeting profit or sales targets
* Contact with visitors and customers
* Managing budgets

**February 2000 to July 2004** Translator/ part-time (Armenian Society of Cultural Links and Cooperation with Foreign Countries (AOKS))

* Translation and interpretation
* Refer to reference materials to ensure translation accuracy
* Liaise with clients to discuss any unclear points
* Follow various translation-quality standards to ensure legal and ethical obligations to the customer

**February 2000 to July 2004** English Tutor/ part-time (“Dialogue of Cultures” Language Center)

* Organized weekly self-created lessons involving reading, writing, grammar and critical-thinking skills
* Encouraged conversational skills using weekly prompts to initiate dialogue
* Implemented monthly assessments to analyze students' progression, strengths and weaknesses
* Facilitated English language acquisition through reading of numerous texts of various genres appropriate for the age and development level of each student

Education

September 1995 to July 2000 Master’s degree in Linguistics and Political Sciences

Department of English Language and Political Sciences, Yerevan State Linguistic University after V. Brusov, Republic of Armenia

**Other Trainings**

* Human Rights Workshop sponsored by the OSI, Yerevan /Armenia, 2000/
* Conference on “Youth in Eastern Europe and Central Asia: from Policy to

Action” Rome /Italy, 2007/

* Language and Cultural Course, University of Perugia /Italy, 2007
* Conference on “Comparative Philosophy”, Oxford /Great Britain, 2008/
* Extraordinary Meeting of the CoMoCoSEE and Round Table on the Kyiv

 Initiative Regional Programme, Skopje /Macedonia, 2010/

* The 5th Meeting of European Members of the IFACCA, Madrid /Spain, 2010/
* Summer school, Koblenz /Germany, 2010/
* “Natale Insieme 2010” International Festival, Frosinone /Italy, 2010/
* The 5th World Summit on Arts and Culture, IFACCA, Melbourne /Australia, 2011/
* The 5th Eastern Partnership Platform 4 meeting: “Contacts Between People ”, Brussels /Belgium, 2011/
* Organization of the exhibition “Armenia. Footsteps of a Civilization”, Venice /Italy, 2011/
* Conference organized by the European Union, Brussels /Belgium, 2012/
* Working group meeting by the BSEC, Istanbul /Turkey, 2013/
* Conference organized by the European Union, Brussels /Belgium, 2014/
* etc.

**Languages** Fluent in Armenian, Russian, English, good knowledge of Italian and French

**Interests**  Travelling, reading, playing the piano, art and culture

**Personal Data** Born in Yerevan on the 20th of March 1978

 Marital Status: married