

## PERSONAL INFORMATION

## Anna Harutyunyan

📍 28, Moskovyan Street, apt. 165, 0002 Yerevan (Armenia)

☎ (+374) 99300232

✉ anna.g.harutyunyan@gmail.com

## WORK EXPERIENCE

Jun 2013–Present

**Head of Departments of Culture and Media Relations**

Embassy of Brazil in Yerevan, Yerevan (Armenia)

- planning, coordinating and promoting cultural programs and events;
- preparing public information material including press releases, newsletters, brochures, posters and flyers;
- writing press releases and news reports about the work of the Embassy;
- attending press conferences and media interviews;
- writing letters

Aug 2009–Sep 2012

**Accountant**

Embassy of Brazil in Yerevan, Yerevan (Armenia)

- recording Embassy's expenses;
- managing payroll function for the employees of the Embassy;
- preparing annual accounts and reports;
- operating the bookkeeping system (ADMP)

Jul 2008–Aug 2009

**Receptionist**

Embassy of Brazil in Yerevan, Yerevan (Armenia)

- answering and forwarding any incoming phone calls and providing information when needed;
- attending visitors;
- receiving and sorting daily mail and deliveries

Mar 2005–Jun 2008

**Teacher**

"Albion" Training Center, Yerevan (Armenia)

- teaching adults intensive courses of English language

Jan 2007–Mar 2007

**Translator/Academic Intership/**

"ArmenPress Weekly News Bulletin", Yerevan (Armenia)

- translating (from Armenian into English and Russian) articles for online newspaper;

Mar 2006–Jul 2006

**Translator**

"Sirov" Tour Agency, Yerevan (Armenia)

- translating news and information material for the website of the company;

Jan 2007–Jun 2007

**Reporter/Columnist**

"3 Million" Youth Magazine, Yerevan (Armenia)  
 - Writing and editing for a regular column in the magazine;

Mar 2007–Dec 2007

**TV broadcast journalist**

"Generation of Independence" NGO, Yerevan (Armenia)  
 - collecting, verifying and analyzing information for the material;  
 - designing content material for "Generation of Independence" TV Program

EDUCATION AND TRAINING

Sep 2002–Jun 2007

**Diploma of Language Studies**

Yerevan State Linguistic University after V. Brusov, Yerevan (Armenia)  
 - Major in the English language;  
 - Minor in International Journalism and Public Relations

PERSONAL SKILLS

Mother tongue(s) Armenian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C1
Russian	C2	C2	C2	C2	C2
Portuguese	B1	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

Communication skills

-good communication and teamwork skills gained through my experience as a journalist ;  
 -flexibility and openmindedness ;  
 -excellent interpersonal and motivational skills gained through my experience as a teacher

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid