RESUME

## **Emma Vardanyan**

# **Myasnikyan avenue, Apt. 29**

# **Yerevan, Armenia**

#### Tel: 091007742

##### E-mail: evardana@mail.ru

## ***EDUCATION***

* 1. **American University of Armenia, the School of Political Science**

 **And International Relations; Master of Arts degree**

**1976-1981 Yerevan State University, Oriental Department on**

 **Arabic Language and Literature; Diploma of Orientalist and**

**Philologist**

## ***EXPERIENCE***

**April 2013 to nowadays Private English classes and translation services**

**05.2006 to April 6 2013 Administrative Manager in “Khorotik” LTD, engaged in**

 **elaborating and projecting hydroponic green**

 **forage production in Armenia**

 ***Simultaneously Private translation services***

**07.2003 to 05.2006 *Office Manager* in “DNP-Universal” LTD.**

**02. 2003 to 07 2005 *Translation services* for EC and UI Yerevan office**.

**09.2001 to 01.02.2003 *Information Specialist/Translation Manager, Translator, Librarian*** at the “Urban Institute”, Washington DC, Armenian Branch Office, “Armenia Earthquake Zone Recovery Program”.

 ***Information Specialist*** in conjunction with EQZ Recovery Program team and the Chief of Party ***sorted and filed*** all necessary documentation designed and developed in the UI Head office and Vanadzor and Gyumri offices, compiled an updated List of reports and any time made ready for the office use; for providing any documentation to the team members.

Prepared hard copies for all necessary documentation, was familiar with the new materials developed in the HPC Program, was familiar with the Government decisions and Armenian Laws referring the EQZ.

Managed library programs and services through planning and administering the acquisition; use and development of required resources; development of electronic catalogs of library resources;
provision of access to information and resources for the staff and stakeholders.
***Translation Manager, Translator***: Translated documents related to the Project, or managed translation, i.e., send to and receive files and hard copies from the translators, proof reading Armenian translated materials, edit materials designed by the team members in Armenian as well. Translation Manager might present the material literally, clearly and comprehensively.

Translation Manager in coordination with the Director of Public Relations organized translation of all materials, articles and brochures and others referring to the EQZ Recovery program.

Translation Manager prepared receipt of payment for translators’ services by the end of the month.

2000 to 2001 *Translation Manager, Translator and Librarian* at the “Urban Institute”, Washington DC, Armenian Branch Office, “Housing Purchase Certificates Pilot Program”. The goal of the Housing Purchase Certificates Program is to provide permanent housing to the remaining earthquake–displaced population while recovering the original city centers. Over 270 Housing Purchase Certificates have been issued to the beneficiaries from the selected Site. 88% have already moved into their new housing.

I implemented the following tasks under this Program:

1. Translation of documents related to the Project, or manage translation, i.e. send and receive files and hard copies from the translators, edit and proof read Armenian translations, file them and make ready for the office use.
2. Sort and file all documents, books and periodicals at the office.
3. Fulfill other assignments as specified by the UI technical Monitor.

**1999 to 2000 *Vice-president*** at the **I - MIN SINO – ARMENIA GUI QIAO Trading CO. LTD:** Beijing, China. Using Chinese economic potentialities in behalf of Armenia, the company assisted developing national economy and created job positions there. Designed some vital projects to import food processing and producing machines from China, set up in Armenia joint stock companies and enterprises for producing mainly agricultural products; conduct negotiations with very famous Taiwanese and Chinese companies to set up joint stock companies for producing aluminum and plastic pipes for cold and hot water, gaz, necessary for Armenia, woven jambo container bags, etc. There was an interest toward our proposals in the Government of Armenia as well.

**1997-1999 *Head of Department of International Affairs*** at the **“I–MIN ”** Armenian – Chinese joint stock company. Engaged in creating links with many Chinese companies. The main goal to set up coo-enterprises in Armenia, set up green houses and providing the population with fresh fruits and vegetables. In that direction the company negotiated with companies from Holland, Great Britain, etc.

* 1. ***English language Teacher*** at the Boarding school N 22 in Yerevan**.**

**1987-1990 *Head of Technical Library*,** Yerevan Cable Plant

### LANGUAGES Armenian, Russian, English, Arabic

***COMPUTER*** **Windows, MS Excel, E-mail, Internet...**

***INTERESTS*** **Fine Arts, Classical Music, Traveling**

***REFERENCES*** **Available upon request**