**KARINE MKHITARYAN (PhD)**

Buzand 91, apt. 15, Yerevan, Armenia

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# SUMMARY OF QUALIFICATIONS

Deep knowledge of English language with extensive professional experience in English language teaching, translation, interpretation, transcribing, editing and proofreading. Fields of expertise for written translation are: politics, law, business, website, sport, literature, linguistics, cinema, general, agriculture, architecture, arts and humanities, commerce, ecology, environment, education, games, fashion, finance, securities market, geography, history, human resources, insurance, management, general medicine, psychology, travel and tourism and not only.

Strong interpersonal, organizational and planning skills; excellent written and oral communication and presentation skills; team player; excellent in English and Russian, conversational in Spanish, beginner in Chinese.

**PROFESSIONAL EXPERIENCE**

# Bayville Languages African & Rare International Languages Translators

English<> Armenian, Freelance Translator (2019)

contact@bayvillelanguages.com

# My Armenia project (Smithsonian Institution in partnership with USAID an Solimar International)

English<>Armenian Freelance Translator – (2017)

600 Maryland Avenue SW, Suite 2001 MRC 520 Washington, D.C. 20024

Telephone: +202.633.6440 [www.forlklife.si.edu](http://www.forlklife.si.edu/)

# TransPerfect

English<>Armenian Freelance Translator (2016-present)

3 Park Ave. 38th. Floor, New York, New York 10016

Telephone: +12122.400.8840 [www.transperfect.com](http://www.transperfect.com/)

# Janus Worldwide Translation Company

English<>Armenian; Russian<>Armenian Freelance Translator (2016-present)

Central office – Moscow, Russia

115054, Piatnitskaya street, b 71/5, 3rd floor

Telephone: +7.499.653.89.70 [www.janus.ru](http://www.janus.ru/)

**USAID Finance for Economic Development by the Cardno EMG Inc.**

English<>Armenian; Russian<>English Freelance Translator (2015-2016)

4/6 Amiryan Str. Yerevan, Yerevan, Armenia, 0010 [www.armeniafed.com](http://www.armeniafed.com/)

**USAID funded Foundation for Civil and Social Development (FCSD)** English<>Armenian Translator/Interpreter (2006-2007; 2011-2012)

Armenia, 0096, Yerevan

Totoventsi St., 13 Building [www.fcsd.am](http://www.fcsd.am/)

# Converse Bank

English<>Armenian; Russian<>English; Russian<>Armenian Translator/Interpreter of the Board of Directors (2009-

2010)

26/1 Vazgen Sargsyan St, Yerevan 0010

Telephone: +37410511200 [www.conversebank.am](http://www.conversebank.am/)

# USAID Financial Sector Development Project (FSDP) by Cardno EMG Inc. and IFRS Official Translation team member, Translator (2008-2009)

Mher Mkrtchyan 8, Yerevan, Armenia, 0010 [www.fsdp.am](http://www.fsdp.am/)

# USAID Securities Market Strengthening Activity by Bankworlds Inc. English<>Armenian Translator/Interpreter (2005-2006)

Moskovyan 33a, Yerevan, Armenia

**USAID Capital Markets Development Project, by IBM\_BCS Inc.**

English<>Armenian translator (2003-2004)

**Apricot Plus Ltd., Business Training and Consulting Company, Armenia** English<>Armenian; Russian<>English Translator (1997-2001)

# American University of Armenia Extension

English language instructor (2015-present)

40 Marshal Baghramyan Ave, Yerevan 0019

Telephone: + (374 60) 6127 05

[www.aua.am](http://www.aua.am/)

# Yerevan State University

Lecturer of English language (2003-present) Alex Manoogian 1, Yerevan, Armenia, 0025

Telephone: +(37410) 555240 E-mail: info@ysu.am

**EDUCATION**

**Cambridge Certificate of English Language Teaching to Adults (CELTA)** Certificate – PASS B (2015)

# Yerevan State University (YSU), Armenia

PhD course at the YSU Translation Studies Department

Diploma (2008-2013)

# American University of Armenia

Political Science and International Relations

Master’s Degree

Diploma (2004-2005)

# Yerevan State University

English Language and Philology (English/Spanish)

Master’s Degree

Diploma (2001-2003)

# Yerevan State University

Philology and Pedagogy (English/Spanish)

Bachelor’s Degree

Diploma (1997-2001)

**PERSONAL SKILLS**

# Language skills

* English – excellent
* Russian – excellent
* Spanish – good
* Armenian – native speaker
* Chinese – beginner

**Computer skills:** MS Office - Word, Excel, Access, Outlook, PP; Wordfast, Typing (80 words/ minute), SPSS, Internet, etc.

# REFERENCES

Available upon request