**CV**

**Syuzanna**

**Khalatyan**

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**Lawyer, Translator, copywriter**

**Personal data:** Date of birth: 20.01.1988

 Nationality: Armenian

 Sex: Female

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Educational institution** | **Faculty** | **Speciality** | **Qualification** |
| 2015 | “Knowledge” language center | Qualification course | Translator | Russian and English translator |
| 2012 Sept.-Dec. | “Mitk” analytic centre | Courses of political journalism and PR | Political journalist | Political journalist |
| 2006-2010 | Eurasian International University | Department of Law (bachelor) | Jurisprudence | Civil lawyer(Course of Special English for Law)Diploma of honour |
| 1996-2006 | 24-th school by S. Spandaryan | English and Russian-oriented | [Secondary-level education](http://www.multitran.ru/c/M.exe?t=1611721_1_2&s1=%F1%F0%E5%E4%ED%E5%E5%20%EE%E1%F0%E0%E7%EE%E2%E0%ED%E8%E5) | Bronze medal |

**Working experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Company** | **Position** | **Busy in** | **Cause of dismissal** |
| **2017 Mar – 2017 Aug** | “Yerevantrans” CJSC | Lawyer | Contracts, legal writing, representing company at court and state bodies | Attending School of Advocates of RA, getting a freelance translator job |
| **2016 Feb. -2016 Jan.** | Ministry of Justice | Translator in SNCO “Translations centre” | Translation of legal acts, decisions, treaties, normative documents |  |
| **2014 Nov.-2015 May** | FINLAW | Translator from Russian to Armenian and onc. | Translation of criminal cases, Avetisyans v. Permyakov, Tolstikh v. Ghazaryan, Belova v. Sulahyan, Tadevosyan v. Saint.Pet. University of Samara and etc., court decisions, legal acts and other official documentation |  |
| **2013-September - December** | **Russian Federetaion – Tver****“Verdict” law firm** | Translator and assistant to a lawyer on civil and administrative cases | Tryokhsvyatskaya 16, building 1, 4-th flour |  Back home |
| **2013 July 1 – August 31- POLAND - Leszno** | [Fundacja Centrum Aktywności Twórczej](https://www.facebook.com/pages/Fundacja-Centrum-Aktywno%C5%9Bci-Tw%C3%B3rczej/188786984488432?ref=br_rs) - Leszno | Short-term EVSYouthpasss | Organising activities for children aged 4-16, workshops, games, sports activities, performances, teaching them English, acquainting them to Armenian culture and cuisine | Poland, EU |
| **2012 August – 2013 July** | “Magic Colours”Raffi 70/1 | Content manager and translator | **Full administration and translation****of www.arminform.am MIKmetal.am****dubaitour.am****sochiplaza.am asperascan.am hovash.am****rennaissance.am****partez-group.am havica.am****israyelori.am****doctors.am** | EVS in Poland |
| **2012 March-August** | “168 hours” newspaper and web-site | Juridical reporter | Juridical articles, rising problems in legislation, interviews | Offer to manage web site contents and fully operate with it |
| **2009-2012 Feb.** | ''Karen Aghababyan'' Private Entrepreneur | Translator | Translation of articles, essays, diploma works from Russian, Armenian, English | Termination of activity of PE |
| **2010-2011** |  | Judical representative | Representation in courts, lodging claims, appeals on credit cases |  |

**Personal development:**

2008 Phillip Jessup Law Competition - **Armenian Young Lawyers Association, 2nd place.**

* **2009 Summer School of Globalization**, 2009Summer/Lecturer Stonehill University - **Certificate**
* 2009 **‘’Predict the Verdict’’** Law-completion series in **American University Department of Law** – **The winner command.**
* 2010 April – **Conference**, **Yerevan State University “Problems of advocate's license system in RA”**- **reporter.**
* 2010 - **Armenian UN Association** – **Model UN Conference** – **delegate-country, Certificate.**
* 2011 Nov. – **Model EU conference** – **delegate in role of Jose Manuel Baroso, Certificate.**
* 2013 Sept. 7-16, AIRA Georgia, Youth Exchange participant, Conference **–** **Youthpass**

**Voluntary Activities:**

**1.** 2009-2010 volunteer Eurasian International University – **working with student council in the project “Strong and organized”.**

**3.** 2013 July-August – “Spread your wings” – short-term volunteer in Poland, **Youthpass.**

**University practice:**

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| **Period** | **Company, Institution** |
| 2010 Feb.- May | Court department of RA |
| 2010 Feb.- June | “Protector of Law” legal office |

**Languages:**

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| --- | --- | --- | --- |
| **Languages** | **Reading** | **Speaking** | **Writing** |
| **English** | Excellent | Excellent | Excellent |
| **Russian (native)** |  |  |  |
| **Polish** | Excellent | Sufficient | Sufficient |
| **Armenian (native)** | Editing, proofreading |  |  |

**Computer skills:**

MC Office, Internet, SDL Trados Studio (Professional translation supporting program), web content management, keydesigning, Audio edition, Xerox, printer, scanner, fax.

Hobbies: sewing, swimming, reading, dancing