



Mariya Terzyan

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EMPLOYMENT

“HS&A” LLC, Armenia

2014 - present

Office Manager

Manager at IT Company, which implements Project management, business development, consulting, IT services and technical maintenance to the Police and Visa Department of the Republic of Armenia.

- Maintain office services by organizing office operations and procedures; administrative duties for the executive management
- Keep mail correspondence; carry out external and internal documents; provide translation (English, Russian, Armenian)
- Prepare monthly reports of the Regional Civil Service and write weekly protocol of the performed technical service maintenance in Police and Visa Department of RA
- Assisting to accountant, achieve financial objectives by schedule expenditures
- Prepare acceptance report of the damaged technical equipments of the Passport and Visa Department of the Police of RA

“Couer Gold Armenia” Ltd, London , UK

2012-2014

Representative in Armenia (part-time)

Couer Gold Armenia LLC was registered in Armenia and the licences to three metal-ore mines in Abovyan, Hrazdan and Svarants were owned by “Nagin”LLC.

- Involved in the recruitment and mentoring of new staff
- Maintaining excellent relationships with clients

- Keeping mail correspondence; carry out external and internal documents; provide translation (English, Russian, Armenian)
- Arranging hotels for international visitors/ geologists
- Provide translation service to geologists
- Maintain visit to the mine area

"Fortune Resources" LLC , Chinese Company

2011-2012

Assistant to Financial and Project Director

Chinese Company "Fortune Resources" LLC / branch of Fortune Oil / was the legal company successor of Nagin Company. It carried out operation in Hrazdan and Abovyan, where geological prospecting and research works for reserves specification are conducted in two iron ore mines.

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- Work under the direct supervision of the Financial Director and Project Director;
- Keep internal and external documents, preparing payment forms;
- Maintain mail correspondence;
- Provide administrative services, assisting to the HR Manager;
- Provide translation service to geologists;

"Nagin" Ltd, Yerevan, Armenia

2006-2010

Assistant to Director

"Nagin" LLC was registered in Armenia as mining company. The licences of Abovyan, Hrazdan and Svarants were owned by "Nagin" LLC.

- Organize and attend external/ internal meetings
- Arrange travel and accommodation
- Perform other routine administrative and secretarial duties
- Make oral and written translations from the Armenian, Russian into English languages and vice versa
- Screen phone calls, enquiries and requests, and handle them when appropriate

Khanko-Aper Library, German Section

1997-2001

Librarian

Khanko-Aper Library is a national children's library in Yerevan, Armenia. It was founded in 1933 and renamed after the famous children's writer Khanko Aper (Atabek Khnkoyan).

- Prepare reports related to library and information services, technology and media services, resources and activities
- Perform original cataloguing and classification of print, audio-visual and electronic resources
- Ensure efficient retrieval by users
- Provide an interlibrary loan service for both book and audiovisual materials and maintain records for the interlibrary loan service

EDUCATION

American University of Armenia Certificate of Tourism Destination Management Course	<i>2008</i>
Access to AQA, Masbro Centre, London UK Certificate of Achievement English Course	<i>2000-2001</i>
Yerevan State University Faculty of Romance-Germanic Philology Teacher / Translator / Master Degree	<i>1992-1997</i>

Armenian	<i>Native language</i>
Russian	<i>Fluent, in speaking and in writing</i>
English	<i>Fluent, in speaking and in writing</i>
German	<i>Limited understanding</i>
