

**Ani Papazian**  
(646) 379 - 9758  
ani.papazian@yahoo.com  
43-07 42nd St Sunnyside, NY 11104

**EDUCATION**

**Academy for Careers in Television and Film, Long Island City, NY**

*Expected graduation: July 2023*

Cumulative GPA: 97.3%

**WORK EXPERIENCE**

**Redken Saloon Salon**

36-17 30th Ave, Queens, NY 11103

**Assistant and Receptionist**

*2022 - Present*

*July,*

- Receive calls, determine nature of calls, direct inquiries, schedule appointments. Communicate with clients about appointments including rescheduling, canceling, or scheduling follow ups.
- Help lead stylists with their daily tasks. Responsible for gathering supplies, mixing colors, washing hair, sterilizing tools, cleaning around the salon, and performing basic maintenance tasks
- Responsible for greeting clients as they arrive, providing great customer service, consulting with clients about pricing and products.

**VOLUNTEER EXPERIENCE**

**Reading Town Sunnyside**

35-01 Queens Blvd, Queens, NY 11101

**Volunteer worker/tutor**

*November, 2021- Present*

- Tutor young students in ELA and math. Assist them with their homework received at school.
- Organize student files. Check for accuracy in student information and update student profiles
- Proctor for middle school students taking the practice SHSAT exam. Grade practice exams and organize tests.

**Glory MMA**

45-35 47th St, Woodside, NY 11377

**Trainer/assistant**

*December, 2019 - January, 2022*

- Assisted in teaching classes and trained kids in mixed martial arts.
- Signed up students for classes, canceled classes, scheduled free trials, communicated with parents of students
- Updated student profiles and their personal information

**ADDITIONAL SKILLS OR INTERESTS**

- Fluent in English and Armenian
- Communication skills

- Organization skills
- Proficient in customer service
- Teamwork
- Develop excellent rapport with clients