

MELINE MKRTUMYAN

TRANSLATOR

CONTACT

+374-77-75-35-50

mkrtumyanmeline43@gmail.com

Vanadzor, Armenia

SKILLS

- Subtitling
- Language localisation
- Microsoft Office Suite (Word, Excel)
- Document management and record keeping
- Organizational and time management skills
- Teamwork and adaptability
- Attention to detail
- Strong communication skills

LANGUAGES

- Armenian (Native)
- Russian (Fluent)
- English (Fluent)

PROFILE

Detail-oriented and enthusiastic graduate in Translation Studies, equipped with advanced language proficiency and communication skills. Passionate about written content, translation, and copywriting. Adaptable, eager to learn, and ready to contribute to a team by providing precise translations, effective proofreading, and organized document management.

EDUCATION

Vanadzor State University after Hovhannes Tumanyan 2026-PRESENT

Bachelor's Degree in Translation Studies

Translation Theory and Practice, Text Editing and Proofreading, Terminology Management, Transcreation, and Intercultural Communication. Developed a strong foundation in analyzing, translating, and refining diverse content types.

College of Vanadzor State University after Hovhannes Tumanyan 2020-2024

Office Administration with Advanced Foreign Language Studies

Acquired solid foundational knowledge in office management, business correspondence, and archival records management. Developed strong organizational and multitasking skills, combined with advanced language studies to support effective communication and administrative workflows in a professional environment.