


## PERSONAL INFORMATION

**Meline Sofyan**

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## WORK EXPERIENCE

10/04/2015–30/07/2016

**Administrative secretary**

American Baby International, Xiamen (China)

- full time English language tutor;
- administrative assistant of supervisor of foreign teachers team

01/03/2014–01/06/2014

**Translator**

Stone Company, Xiamen (China)

- translation from Chinese into English (vice versa)
- supporting the office manager
- responsible for administrative duties
- covering the reception area

10/06/2012–30/12/2012

World Vision Armenia, Stepanavan (Armenia)

- Area Development Sponsorship Assistant
- Translator

## EDUCATION AND TRAINING

15/09/2014–Present

**Master's degree**

EQF level 6

Xiamen University, Xiamen (China)

- \_the theory of international relations
- \_the history of international relations
- \_contemporary security issues

01/09/2008–30/05/2012

**Bachelor's degree**

EQF level 6

Yerevan State University, Yerevan (Armenia)

- English language and literature
- lexicology, morphology, stylistics, grammar
- Spanish
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## PERSONAL SKILLS

Mother tongue(s) Armenian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
diploma					
Russian	B2	B2	B2	B2	B2
Chinese	B1	B2	B2	B2	B1
HSK 5					
Spanish	B1	B2	B1	B2	B1
certificate					
French	A1	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

**Communication skills**

- excellent communication skills gained through my experience studying and working in multicultural environment
- good communication skills gained through my experience as working with children and adults while teaching English

**Organisational / managerial skills**

- leading a group of students of 10-15 members
- good organisational skills gained through my experience as administrative assistant attending meetings, minute taking, presentations,
- ability to produce consistently accurate work even when under pressure

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Basic user	Basic user	Basic user	Basic user

Digital competences - Self-assessment grid