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**Ani Lputian**

19/08/1992

30 Woodville rd,

Ealing, London, W52SF

**EDUCATION**

-­**St Augustine’s Priory**

**Alevels: A\*** -­ Psychology, **A\***-­ Russian, **B** -­ Politics, **A** -­ History(As)

**GCSEs: A\*** -­ History, **A\*** -­ Russian, **A** -­ English Language, **B** -­ Art, **B** -­ Biology, **B** -­ Maths, **B** -­

English Literature, **B** -­ Geography, **B** -­ Drama, **C** -­ Physics

-­**University of Nottingham -­ Bsc Psychology 2.1**

-­Currently completing **150 hour TEFL** course with plans to start teaching in South Korea in

2015

**EXPERIENCE**

**Personal Assistant, to Natalie Volkova — June 2010 -­ July 2011**

Involved;; running errands around London, processing letters, contacting banks, doctors and other

services, printing, filing, posting packages, helped mind toddler, arranging appointments, managing

online accounts and webpages, translating from English to Russian.

**Property Development & Management, Helmslake limited — March 2009 -­ July 2009**

Involved contacting numerous property agencies and building relationships with them as well as

assessing potential houses for development. I was also given the opportunity to participate in a

number of meetings with solicitors and lawyers in preparation for a court hearing regarding one of

the company properties.

**Sales Assistant, Selfridges All Saints concession — December 2010 -­ January 2012**

Involved;; till work, high levels of customer service, dealing with complaints, contacting other stores,

organizing and arranging stock, working in stockroom, serving on shop floor, opening and closing

the store.

**Sales Assistant, American Apparel — May 2010 -­ July 2010, June 2012 -­ September 2012**

Involved;; organizing and arranging stock, opening and closing the shop, working on new sales

ideas, tidying and cleaning, visual merchandising for window displays, tills.

**Translator, for author William Altonen — June 2013**

Involved;; Russian to English translation of a book recalling the story of Russian truckers in

Afghanistan during the Second World War.

**RE Hospitality — June 2012 -­ Present**

Working at various events catering, stewarding and bar work. Included working at the o2, Wembley,

Chelsea, The Emirates Stadium and Hampton Court Palace.

**Internship -­ shadowing, Kirkland and Ellis LLP — August 2013**

3 days interning at Kirkland and Ellis. Spent time both with the Human resources department and

with the law firm, organising, shadowing, listening in on phone-­calls with clients and revising

graduate manuals for the firm.

**VOLUNTEER WORK**

**Receptionist, Armenian Community Centre — June 2008**

I carried out 1 week of work experience at the Armenian Community Centre in Acton as a

receptionist. Here I mainly spent my time building and improving I.T and organisation skills;; putting

together spreadsheets, typing up letters, booking appointments, organising files.

**Helpline advisor, Youth2Youth —January -­ May 2010**

I volunteered for an anonymous and confidential helpline which aimed to help youths between the

ages of 11-­19 years deal with a variety of sensitive issues such as sexual insecurities, problems at

home or school. While volunteering I improved my communication skills, working on the phones and

answering emails. I was able to develop one on one relationships with regular callers and felt it was

an incredibly rewarding experience, helping me develop new listening skills, and the importance of

empathy. http://www.youth2youth.co.uk/helpline.htm

**Teacher, Russian Classes at St Augustine’s Priory —September 2010 -­ June 2010**

I spent one year running Russian Classes at my sixth form college for students in Year 7. Lessons

were carried out once a week, and offered as an extracurricular for the students with the option to

continue the subject at GCSE level. In my classes I taught students to write and speak basic

Russian and also covered a brief history of the country and its traditions.

**Bar Work, Reading Festival — August 2012, Strawberry Fields Festival — September**

**2013**

I carried out three bar shifts at a festival working to support a charity.

**SKILLS**

I believe my broad past experience has given me a number of transferable skills that can be

useful in many different fields. I have developed strong interpersonal skills by dealing with

customers on a daily basis in retail and hospitality as well as good organisational and I.T skills

from my office based work. I am fluent in both English and Russian. I am hard-­working, honest,

dedicated, punctual and passionate. I am always eager to learn more, and enjoy a challenge. I

am friendly, open, positive, approachable and I tend to build strong relationships with the whole

work team.