

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name **KARAPETYAN ZOYA**  
Address **7 Vardanants str, apt. 10, Yerevan, Armenia**  
Telephone **+374 94 92 11 91**  
E-mail **karapetian1993@gmail.com**  
Nationality Republic of Armenia  
Date of birth 28.09.1993

**WORK EXPERIENCE**

- Dates (from – to) September 2016 – present
- Name and address of employer Yerevan Brusov State University of Languages and Social Sciences
- Occupation or position held Lecturer
- Main activities and responsibilities Delivering lectures for MA students on law and legal systems of Armenia
  
- Dates (from – to) September 2014 – present
- Name and address of employer Gaudemaus Translation Services Office, 42 Tumanyan St., Yerevan 0002, Armenia [Mentis Legal]
- Occupation or position held Legal associate, reviewer, proofreader
- Main activities and responsibilities Conduct of legal research in the fields of financial law, education law, intellectual property law, family law as well as international legal systems (US law and Russian law), drafting of civil agreements, minutes of decisions, charters of profit and non-profit organizations, providing accurate, timely and effective legal advice to clients especially in the aspect of state registration of legal entities in RA, working on legal projects with UNICEF, RA Ministry of Defense, reviewing legal documents for translation, translating legal documents.
  
- Dates (from – to) September 2013 – June 2014
- Name and address of employer LegalLab Law Boutique, 24 Tumanyan St., Yerevan, Armenia
- Occupation or position held Junior associate
- Main activities and responsibilities Drafting of legal memos and inquiries to governmental institutions, presenting solutions to legal problems and conflicts of legislation, drafting different types of agreements, translation of documents
  
- Dates (from – to) March 2014 – April 2014
- Name and address of employer USAID Enterprise Development & Market Competitiveness (EDMC) project , American St, Yerevan 0082, Armenia
- Occupation or position held Law intern
- Main activities and responsibilities Business Environment Improvement Team work, maintenance of databases for the BEIT, providing support in document writing, participation in EDMC's Insolvency Law Reform Project (offering solutions for the problems concerning the Insolvency Law)

- Dates (from – to) June 2013 – July 2013,
  - Name and address of employer Ministry of Foreign Affairs of Armenia, 3 Vazgen Sargsyan street, Government House N 2, Yerevan 0010, Armenia
  - Occupation or position held Law intern
  - Main activities and responsibilities Assisting in report preparation, document filing, Assisting in Law drafting
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- Dates (from – to) June 2012 – July 2012
  - Occupation or position held Law intern
  - Main activities and responsibilities Drafting and preparing legal documents, maintaining documentation flow

## EDUCATION AND TRAINING

### EDUCATION

- Dates (from – to) 2014- 2016
  - Name and type of organisation providing education and training American University in Armenia
  - Principal subjects/occupational skills covered Law
  - Title of qualification awarded MA degree
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- Dates (from – to) 2010-2014
  - Name and type of organisation providing education and training French University in Armenia
  - Principal subjects/occupational skills covered Law
  - Title of qualification awarded BA degree

### PARTICIPATION IN NATIONAL AND INTERNATIONAL TRAININGS

- Dates and place January 2016, Yerevan, Armenia
  - Name of activity and providing organisation Harvard law school verified certificate of achievement on the course “From Trust to Promise to Contract”
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- Dates and place March 2013, Yerevan, Armenia
  - Name of activity and providing organisation Moot Court on Intellectual Property Rights organized by the French University of Armenia
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- Dates and place September - December 2004, Yerevan, Armenia
  - Name of activity and providing organisation Courses on Introduction to Banking System Organised by the Central Bank of Armenia

**PERSONAL SKILLS  
AND COMPETENCES**

*Acquired in the course of life and career  
but not necessarily covered by formal  
certificates and diplomas.*

**MOTHER TONGUE**

**ARMENIAN**

**OTHER LANGUAGES**

- Reading skills
- Writing skills
- Verbal skills

**ENGLISH**

Excellent  
Excellent  
Excellent

- Reading skills
- Writing skills
- Verbal skills

**RUSSIAN**

Excellent  
Excellent  
Excellent

- Reading skills
- Writing skills
- Verbal skills

**FRENCH**

Excellent  
Excellent  
Excellent

- Reading skills
- Writing skills
- Verbal skills

**ITALIAN**

Good  
Good  
Good

**SOCIAL SKILLS  
AND COMPETENCES**

*Living and working with other people, in  
multicultural environments, in positions  
where communication is important and  
situations where teamwork is essential  
(for example culture and sports), etc.*

Communication skills  
Time management skills  
Ability to work both in a team and individually  
Experience in associating with foreigners  
Motivated, proactive, responsible  
Ability to balance priorities and coordinate work effectively  
Client care skills

**ORGANISATIONAL SKILLS  
AND COMPETENCES**

*Coordination and administration of  
people, projects and budgets; at work, in  
voluntary work (for example culture and  
sports) and at home, etc.*

Problem solving  
Presentation skills  
Strong research skills

**TECHNICAL SKILLS  
AND COMPETENCES**

*With computers, specific kinds of  
equipment, machinery, etc.*

MS Office, Internet environment