

Anna Samvelyan
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Education

2011-2012 Fletcher School of Law and Diplomacy, Tufts University, USA

Advanced Certificate Course in Public Diplomacy and International Relations

2001-2005 University of Management of the Republic of Armenia

MA in French language

1993-1998 Yerevan State University, Republic of Armenia

Graduated with honor

MA in Public diplomacy and International Relations

Trainings

2012 European Union Negotiations Skills Courses for Diplomats organized by British Council, Yerevan, Armenia

2011 “Working in the International Organizations” organized by OSCE and Diplomatic Academy of the Russian Federation, Moscow, Russia

2009 Estonian School of Diplomacy and public relations, Tallinn, Estonia

2004 The Netherlands Institute of International Relations, The Hague, Netherlands

Professional experience

March 2013- February 2016 Embassy of the Republic of Armenia to the USA

Public Relations and Cultural Affairs Officer, Consular Affairs Officer

Duties and responsibilities

1. Developing Embassy’s media relations: *arranging press conferences, meetings, interviews; drafting news releases; publicizing Embassy events/projects; seeking media coverage; drafting content for the website; accompanying Ambassador//Deputy Ambassador to meetings, interpreting if necessary; handling media and public enquiries, including phone and email enquiries; maintaining and developing Embassy media contacts, seeking media coverage of content related to Embassy.*

2. Public diplomacy (PD): *Contributing to/participating in developing Public diplomacy strategy; initiating and/or engaging in developing PD initiatives/projects/events; contributing to defining, conceptualizing and rationalizing PD messages; engaging with the public; seeking Embassy publicity and media coverage; replenishing Embassy stock of PD publications and other promotional materials.*

3. Local press monitoring: *Daily monitoring of the local press for main local and regional issues/news/analyses; weekly and/or daily briefings/reports (oral and/or written) on the press; monitoring local press for Embassy coverage; monitoring local press for coverage of Embassy projects, events*

4. Website content management: *developing/drafting content for the website; publicizing Embassy, events and projects on the website; updating website content; improving website features.*

5. Contributing to political work and consulting on projects: *(Political) contributing to developing reports and strategies; participating in meetings, discussions; contributing to designing/arranging meetings, interpreting if necessary. (Projects) Participating in - identifying, defining messages for projects, developing content and format for delivery, publicizing and communicating messages, project implementation*

6. Translation and Interpretation

Providing written and oral translation in English, Armenian and Russian. (legal, cultural, economic, political).

As a cultural affairs officer

planning, organizing schedules and implementing cultural programs and events; conducting field research to assist in establishing goals and activities; preparing recommendations on Embassy cultural program development and implementing programs through liaison with community groups, educational organizations, libraries and governmental agencies; coordinating and/or performing various public relation activities prepares speeches, scripts, exhibits, films, newsletters, and press releases to publicize Embassy cultural programs; developing and coordinating a wide variety of cultural programs and events to increase community involvement and interest; working with officials, volunteers and others to develop, promote and implement cultural exhibits, activities and programs; representing the county in local, regional and state cultural events; coordinating workshops in cooperation with local artists, educational organizations and community groups; assisting in the appropriate exchange of exhibits.

As a consular affairs officer

Performing full range of services for Armenian Citizens as needed, including, assisting with Consular access visits, preparation of passports, reports of birth, notaries, and answering general inquiries. Proposing necessary course of action to betaken on cases and acts on behalf of the Consular Officer as appropriate. Interviewing applicants seeking passport services (i.e. amendments, limiting validity, extensions,

obtaining affidavits in cases involving lost or stolen passports) and citizenship services, requesting appropriate documentation, processes routine cases to the point of final review, referring only the most questionable cases to the Consular Officer. Answering general inquiries relating to Armenia, local laws and practices relating to marriage, divorce and adoption. Responding to emergency cases involving Armenian citizens.

October 2009- March 2013 European Department Ministry of Foreign Affairs of the Republic of Armenia

Duties and responsibilities

- *Assisting in developing of Armenia's EU policy strategy, initiates and prepares government documents on involvement in EU institutions and gives opinions in terms of their consistency with the strategy;*

October 2006- March 2009 Mission of the Republic of Armenia to the European Union, Brussels, Belgium

Responsible for bilateral relations with the European Commission and European Parliament

Duties and responsibilities

Researching on and analyzing of relevant communication and media matters.

Liaison and communication with internal and external counterparts;

Participation in the preparation of interviews, statements, press points, articles, speeches, online content and other public events;

Contribution to and support of activities and projects relating to the European Commission and European parliament matters;

Supporting in processing incoming and outgoing correspondence in the Mission, writing reports, organizing and attending meetings, rearing policy proposals.

September 2003- October 2006

Assistant to the Minister of Foreign Affairs of the Republic of Armenia

Duties and responsibilities

- *Managing the Minister's office (including coordinate and distribute all classified and unclassified material in and out of the office, screen phone calls and visitors), determine priorities and provide timely and responsive administrative support.*

- *Managing documentation and informing the Minister of matters requiring attention. Researching and preparing correspondence in English, speech notes, travel programs, quarterly and annual reports and diplomatic cables as required.*
- *Liaison on behalf of the Minister for contact/appointments both inside and outside the Ministry.*
- *Writing verbal notes to embassies in Armenia*
- *Organizing events (making guest lists, printing invitation cards)*
- *Making travel arrangements for the Minister s (booking flights, hotel rooms, scheduling meetings)*
- *Responsible for the Minister's calendar*
- *Maintaining list of contacts*
- *Translating of speeches, articles, verbal notes*

1998-2003 Ministry of Finance and Economy of the Republic of Armenia, Tax affairs advisor

Duties and responsibilities

- *Calculating, preparing and submitting tax returns*
- *Advising about business plans and investment opportunities*
- *Providing guidance about taxation legislation*

Languages

Armenian native, Russian excellent, English excellent, French excellent

Computer Skills

Proficient in using personal skills in MS Word, MS Excel, MS Access, MS PowerPoint, Outlook.

Personal Skills

Strong leadership, management and organizational skills. The ability to resolve problems quickly and effectively, determine appropriate courses of action, reliable, success-driven and competent professional, excellent verbal and written communication skills, utterly dedicated to utilize earned skills by working effectively and consistently, detail-oriented professional, comfortable at multi-tasking.

Interests and Activities Music, travelling, reading, swimming.

Recommendations Available upon request

Additional Information Eligible to work in the USA