ARAM HOVSEPYAN

CONTACT

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(818)-408-1093

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SKILLS

Administrative Operations

- Office administration
- Scheduling and meeting coordination
- Calendar management
- Document preparation
- Data entry

Workplace Support

- Online order arrangement and coordination
- Windows
- Microsoft Office Programs
- Records management
- Email correspondence

LANGUAGES

Armenian (Native)

English (Highly proficient)

Russian (Highly proficient)

HONORS

- DEAN'S LIST, Fall 2025
- DEAN'S LIST, Spring 2026

EDUCATION

Expected in May 2029
Bachelor of Science Business-Law
California State University-Northridge, Northridge, CA
Expected Graduation: Spring 2029

- Dean's List Fall 2025
- Dean's List Spring 2026
- Evening classes only; academic schedule does not interfere with regular daytime work hours.

EMPLOYMENT HISTORY

August 2026 - Current
INSTRUCTIONAL STUDENT ASSISTANT ***CSUN Math Department***, Northridge, CA

- Encouraged a learning environment that was professional, patient, and flexible around variables, such as the needs and personalities of students.
- Coordinated with course instructors to prioritize high-impact topics for targeted support, ensuring alignment with upcoming exams and assignments.
- Successfully balanced a full-time academic workload while maintaining a part-time tutoring position, showcasing exceptional time management and dedication.
- This job is part-time, online, and mainly requires working at night.

June 2026 - July 2026
INTERN ***Mughnesyan and Partners law firm LLC***, Yerevan, Armenia

- Worked with managing documents, case preparation under attorney supervision.
- Facilitated coordination between attorneys and external vendors for document retrieval, ensuring timely receipt of records and smoother case progress.

March 2026 - May 2026
Intern ***Friedman Law Firm***, Sherman Oaks, CA

- Reviewed case files to identify documentation gaps and proposed targeted evidence requests, improving case readiness and minimizing attorney rework.
- Designed a streamlined intake checklist to standardize client information collection, reducing follow-up requests and accelerating case initiation with clearer evidence trails all under attorney supervision.
- Done paperwork for clients

2023 - 2024
Pharmacy Assistant ***DEFA LLC***

- Assisted pharmacy staff with sorting, organizing, and labeling medications
- Helped maintain clean and orderly storage areas
- Ensured medications were placed correctly according to pharmacy guidelines
- Supported daily operations by following instructions from licensed pharmacists

December 2022 - January 2023
INTERN ***Psychological Counseling and Child Development Center "Zhesture"***, Yerevan, Armenia
- Worked with the website.
- Implemented administrative work.
- Welcomed patients, answered and addressed complaints or questions, handled phone calls, emails, and redirected them to the concerned department.

November 2024 - December 2024
Volunteer ***MP Consulting LLC***, Yerevan, Armenia
- Translated financial and business documents and assisted with client and stakeholder communication.
- Coordinated and scheduled meetings, helping ensure participants were informed and prepared.
- Handled incoming calls and directed them to appropriate team members.
- Supported general office operations, including filing, data entry, and document organization.
- Demonstrated strong attention to detail, professionalism, communication, teamwork, and organizational skills.
- Helped improve meeting-scheduling efficiency and contributed to the firm's daily operations.