

# HARUTYUN KAZARYAN

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## Professional Summary

Seeking employment in an organization/company that will allow me to utilize my skills and contribute to the growth and success of the company. I offer excellent communication, customer service, organizational and teamwork skills along with the ability to learn quickly and work well with others.

## Skills

- Excellent verbal and written communication skills
- Microsoft Suites
- Bilingual (English and Armenian)
- Typing Speed
- Office Administration
- File Management
- Proofreading abilities

## Work History

**Legal Administrative Assistant**, 01/2023 to Current

**Law Offices of Kazaryan and Harutyunyan** – Glendale, CA

- Answer and forward calls
- File cases with insurance companies
- Assist with office tasks.

**Delivery Driver**, 01/2019 to Current

**Postmates**

- Receive orders through mobile application and pick up items and deliver as ordered.

**Customer Service Associate**, 07/2021 to 12/2022

**Best Buy** – Pasadena, CA

- Greeting guests and leading them to the correct department
- I also used the cash registers to complete customer transactions, take returns, and open credit card applications.

**Customer Service Agent**, 06/2019 to 11/2019

**GAT Airline Ground Support Inc. -Delta Airlines** – Burbank, CA

Help customers check into flights, sell tickets, direct customers to their flights and ensure all TSA and FAA rules were followed.

**Product Service Expert**, 08/2012 to 07/2017

**JCPenney** – Glendale, CA

- Leader on Duty - Respond to calls for a supervisor, solve customer issues, maintain a professional work environment
- Product Expert - Fine Jewelry, Furniture, Custom Window Coverings- sell and promote the sales of the products, cash handling, opening credit cards, promoting special events, assisting customers with any additional needs.

## **Education**

**Associate of Arts:** Communications

**Glendale Community College** - Glendale, CA

## **Additional Information**

Recipient of the President's Volunteer Service Award 2010 and 2011., Was in the top 10% of sales at JCPenney in 2015 and 2016., I love to sing and announce.