
Samvel Ghazaryan

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PROFILE

Motivated and detail oriented with two years of experience at a professional law office. Skilled in managing administrative tasks, handling client communications, and providing excellent customer service. Eager to apply my skills to a new role, while continuing to grow professionally in the field of law.

SKILLS

- Advanced skills on all Google Applications, being able to edit documents and spreadsheets.
- Proficient knowledge of English and Armenian.
- Excellent observational and interpersonal skills.
- Ambitious and hard working; striving to improve at every task.
- Experience with programming languages such as C++, Python, HTML, and JavaScript.

EXPERIENCE

Progress Law Firm APLC , Glendale,California - Legal Assistant

October 2023 - July 2025

- Organized and managed case files. Made sure all documentation was accurate and up to date.
- Attended client meetings, taking detailed notes and summarizing key points.
- Coordinated with clients and witnesses to schedule meetings, depositions, and other case-related events.
- Supported the firm's administrative functions by handling phone calls and managing office supplies.

St. Mary's Armenian Apostolic Church, Glendale,California - Volunteer

September 2021 - June 2024

- Helped elderly and disabled people navigate the church and use all of its services
- Managed paperwork and took care of bookkeeping

EDUCATION

Anderson W. Clark Magnet High School, La Crescenta, California -

August 2021 - June 2025

- W: 4.21 GPA