

VALYA VARDANYAN

■ 818-429-4256 | ■ vallvardanyan09@icloud.com | ■ North Hollywood, CA

PROFESSIONAL SUMMARY

Experienced and detail-oriented professional with a strong background in accounting, management, and business operations. Over 9 years of leadership experience in administrative and financial roles. Skilled in team supervision, financial organization, and customer service. Multilingual and adaptable with a strong work ethic.

EDUCATION

Bachelor's Degree in Accounting

Armenian State University of Economics (2009 – 2013)

WORK EXPERIENCE

Director / Accountant / Supervisor

Tina Tevosyan Beauty Center (Aug 2015 – Dec 2024)

- Managed daily operations and staff
- Maintained financial records and reporting
- Oversaw customer service and scheduling
- Improved workflow and efficiency

Manager

VivaCell (2014 – Mar 2015)

- Supervised staff and operations
- Assisted customers and resolved issues
- Supported sales performance

SKILLS

Accounting • Financial Management • Business Operations • Team Leadership • Customer Service
• Organization • Problem Solving

LANGUAGES

Armenian (Fluent) • Russian (Fluent) • English (Conversational)