

Laura Pahlevanyan

Senior specialist



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📍 Yerevan, Armenia

WORK EXPERIENCE

Senior specialist Inspection Bodies' Coordination Office

01/2021 - Present

Achievements/Tasks

- Discussing legal drafts submitted to the office and submitting relevant opinions
- Collecting and analysing necessary information and materials from other bodies and officials implementation of the functions and tasks of the units
- Studying the legal acts regulating the relevant fields and making relevant professional recommendations
- Preparing recommendations, references, reports, statements and other records

Senior specialist Russian - Armenian University

12/2020 - 11/2021

Achievements/Tasks

- Keeping up with current changes on all relevant areas of laws and contributing to the enhancement of the knowledge base on the University's legal function
- Providing clarification on legal language or specifications to everyone in the University
- Providing litigation support, preparing damage claims

Legal advisor Russian - Armenian University

03/2019 - 07/2020

Achievements/Tasks

- Drafting and solidifying agreements, contracts and other legal documents to ensure the University's full legal rights
- Ensuring compliance to education laws and regulations
- Providing clarification on legal language or specifications to everyone in the University

EDUCATION

Master's Degree Russian - Armenian University

09/2020 - 05/2022

Courses

- Administrative law and procedure

Bachelor's Degree Russian - Armenian University

09/2016 - 05/2020

Courses

- Law faculty

SKILLS

Ability to work well within a team and individually

Effective interpersonal and communications skills

Ability to work under pressure

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Professional Working Proficiency