

# MELINE ARAKELIAN

## EDUCATION

Sep'10 – Jun'13	<b>University College London, BSc Information Management for Business</b> Subjects studied include Statistics, Accounting, Management, Marketing, Project Management, Programming, Software Engineering, etc. <b>Predicted Classification: 2.1 Class Honours.</b> - Developed strong analytical skills through study of Statistics and Accounting.
Jul'12 - Aug'12	<b>Citigroup, Training Courses</b> Completed and passed: Private Banking (100%), Wealth Management: Financial Planning (88%) and Wealth Management: Real Estate Investing (100%).
Mar'12	<b>University College London, Workshop on Leadership</b> Gave insights into different leadership styles, such as autocratic, democratic, coaching etc. Discussion of various topics, such as leadership vs management; great leaders etc.
Jan'09 – Jun'10	<b>Bellerbys College, A-level course</b> Selected subjects: Russian Language (A*), Economics (B), Psychology (B), AS History (d). - Commercial awareness developed through study of both microeconomics and macroeconomics.
Sep'04 – Jun'06	<b>Lomonosov Moscow State University, BSc Foreign Languages</b> Subjects studied include Mathematics, English, Spanish, Philosophy, History of Linguistics, Spanish History, Economics etc, all at grades "5 to 4".
Sep'01 – Jun'03	<b>Moscow Secondary School</b> 16 subjects including Mathematics and English, all at grades "5 to 4".

## WORK EXPERIENCE

Jun'12 – Aug'12	<b>Citigroup, HR Business Partner O&amp;T, Summer Analyst</b> <b>London/Moscow</b> <b>Completed an individual project: "HR Business Partner Role and Brand Awareness Survey"</b> - Developed a questionnaire to capture current perception on the role of HR Business Partner. - Summarised and analysed the feedback to identify strong and development areas. <b>Completed a group project for the EMEA Learning Team. The project entailed coordinating information gathering from all 55 countries.</b>
Sep'11 – Jun'12	<b>Deutsche Bank, Pre analyst Campus Ambassador</b> <b>London</b> Built Market Intelligence and produced two written reports. Helped market events and supported ongoing Deutsche Bank promotional activity on campus. Helped to gain a wide banking and finance knowledge.
Oct'11 – Feb'12	<b>Assistant for a Private Investor, Volunteer</b> <b>London/Dubai</b> Prepared presentations and marketing materials for foreign investors. Attended various meetings and participated in external client calls. Learnt how to build strong relationships with foreign clients. Gained wide knowledge of the risks and benefits of real estate investing.
Jun'11 – Aug'11	<b>London Business School, Summer Intern</b> <b>London</b> Conducted a research project which included searching through a series of archival sources (1200 articles) and summarised the findings into Microsoft Excel tables. Gathering information about publications in management journals. Helped to learn how to manage my work under time pressure; improved my IT skills further.
Jan'09 – Jun'10	<b>Bellerbys College, Volunteer, Student Ambassador</b> <b>London</b> Responsible for organising visits by agents and potential students. Promotion of the college through various marketing activities. Helped to enhance my organisational and interpersonal skills.
Jun'06 – Aug'06	<b>Elite Stroi, Summer Intern</b> <b>Moscow</b> 3 months placement assessing how to improve relationships with foreign customers. Helped to improve my presentation skills, and gave me the opportunity to put my language and business skills into practice.

## EXTRACURRICULAR ACTIVITIES

Oct'11 – May'12	<b>University College London, Elected Group Representative</b> Attended meetings to represent the views of students on all matters related to academic studies; defending and maintaining the academic well-being of students.
Jan'09 – Jun'10	<b>Bellerbys College, Economics Society – Elected President</b> Led the weekly discussions and coordinated my team of 145 students.
Sep'09 – Jun'10	<b>Bellerbys College, Charity Group – Elected Vice President</b> Organised various activities to collect funds. Raised £1500 to build schools in developing countries.

## SKILLS AND INTERESTS

Strong competency in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Java.  
Basic knowledge of SQL and HTML.  
Armenian - native, Russian – fluent, English – fluent, Spanish – intermediate level.  
Playing Volleyball (won Moscow Student Cup), playing tennis, reading, travelling.