

VARDITER BADOYAN

Operations Assistant

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PROFILE

Tourism graduate living in Bratislava, with a background in office administration and client communication. To put my studies into practice, I created KAMAR: a concept for a small concierge service for Armenian visitors to Bratislava, with its own website, client form and welcome email. I use AI tools every day and enjoy turning slow manual work into a routine that runs reliably, but I always check the result myself before it goes anywhere. I am looking for a team where I can learn the travel business properly and grow with it over the long term.

EDUCATION

Bachelor's Degree, Tourism and Travel Services Management · Yerevan State University 2014 – 2018

OWN PROJECTS

KAMAR · practice project: travel service concept and website kamar-concierge.vercel.app

- Thought through what a visitor needs before and after arrival, and drafted example services and prices
- Wrote a pre-arrival checklist: hotel and check-in, airport exit, local transport, weather and emergency numbers
- Wrote all website texts, made a client form (Armenian and English) and a welcome email; built the site with help from Claude and published it myself

Weekly finance report · AI automation finance-automation-six.vercel.app

- Turned a manual weekly task into an automatic one: Claude reads bank statements from Google Drive, records each payment in the right category and publishes a report
- Checks are built in: no duplicates, no missing entries, and all totals must match. If anything is off, nothing is published and I get a Slack message explaining why

EXPERIENCE

UI/UX Design Intern · Codritive Co., Armenia Jul 2025 – Nov 2025

- Worked in a product team on an online shop for Motoshop Armenia and designed its homepage and product pages
- Checked product information for accuracy before it went into the designs; wrote short research reports for the team

Social Media Manager · Freelance, Armenia 2019 – 2021

- Main contact for several small business clients: agreed content with them, sent updates and followed up on open points
- Planned and published content for several clients at once, always on the agreed dates

Office Assistant · RuMeA LLC, Armenia 2018 – 2019

- Data entry and document work with a high level of accuracy; kept office records organised
- Handled day-to-day administration and internal communication for the team

SKILLS & TOOLS

Office: Word, Excel (data entry, organising and checking data), Trello

AI tools: ChatGPT, Claude, Manus (daily use)

Digital: Google Drive, Slack, GitHub, Vercel, Figma, Canva

Ready to learn: travel reservation systems (no hands-on experience yet)

LANGUAGES

Armenian — native
English — B1, comfortable in writing
Slovak — A1, currently learning

AVAILABILITY

Living in Bratislava, allowed to work in Slovakia
Can start right away, flexible hours