

VARDITER BADOYAN

Administrative Assistant · Websites and AI tools

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ABOUT ME

I live in Bratislava. I worked as an office assistant, then ran Instagram and Facebook pages for small businesses, and later did a UI/UX design internship. I use ChatGPT and Claude every day. I use them for the routine parts of the work, but I always check what they give me. I have built websites and a weekly automation with AI tools (see below). I learn new programs quickly and on my own.

EXPERIENCE

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

- Designed the homepage and product pages for Motoshop Armenia, an online motorcycle shop (photos, specifications, descriptions)
- Checked that the product information was correct before it went into the designs
- Wrote short reports from user and competitor research for the team

Social Media Manager · Freelance, Armenia 2019 – 2021

- Ran Instagram and Facebook pages for several small businesses: wrote the posts and made the pictures in Canva
- Checked each post for spelling, tone and correct details before publishing
- Worked with several clients at the same time and kept to the agreed deadlines

Office Assistant · RuMeA LLC, Armenia 2018 – 2019

- Daily office tasks and internal communication for the team
- Data entry and document work; kept the office documents in order

PROJECTS MADE WITH AI TOOLS

Weekly finance report (automation) finance-automation-six.vercel.app

- Every week Claude takes bank statements from Google Drive, sorts the payments into categories and publishes a report
- It adds notes when something looks wrong. If the totals don't match, it publishes nothing and sends me a Slack message

KAMAR website, client form and welcome email kamar-concierge.vercel.app

- Website for my small concierge service in Bratislava. I wrote the texts, chose the photos and put it online myself (GitHub, Vercel)

Online birthday invitation emilisbd.vercel.app

- A small invitation website with pictures made with AI

SKILLS & TOOLS

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

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

Content & social media: Instagram, Facebook, Meta Business tools, Canva, Figma

Web: GitHub, Vercel

Not used yet: real-estate software and property portals

LANGUAGES

Armenian — native (C2)
English — B1
Slovak — A1, currently learning

EDUCATION

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

ADDITIONAL

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