

# Sofya Dallakyan

Toronto, Ontario

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## EDUCATION

*Northeastern University Toronto*

Master's Project Management / Technical Project Management

Toronto, ON

Jan 2021 – Dec 2022

*American University of Armenia*

Bachelor's in Business Administration / General Management

Yerevan, Armenia

Sep 2013 – Jun 2017

## ACADEMIC AND VOLUNTEER WORK

**CogniCorp Mental Health Therapy Platform**

*Project Manager*

Montreal, Quebec

July 2021 – August 2021

- Designing WBS of the project based on the user stories.
- Creating user stories and user flow for healthcare providers and enterprises.
- Updating project documents.

**NUPM Student Organization**

*Director of Events*

Toronto, ON

Mar 2021 – Present

- Organizing events in the project management domain.
- Creating know-how events for project management software practices.
- Enlarging PM community in GTA, Canada.
- Guiding prospective PM professionals in their career journey via targeted events.

## PROFESSIONAL EXPERIENCE

**Latvian American Chamber of Commerce NGO**

*Project Manager (Contract, Remote)*

Los Angeles, CA

Feb 2020 – Feb 2021

- Leveraged customer insights.
- Analyzed and prepared reports.
- Coordinated annual budget creation.
- Supported the onboarding of Latvian vendors.
- Assisted the migration of Latvian products to Californian market.

**Hayastan All Armenian Fund NGO**

*Project Manager (Full-Time)*

Yerevan, Armenia

Nov 2019 – Feb 2021

- Successfully executed 7 projects in the sectors of IT, education and infrastructure.
- As part of the fundraising team, raised 170 million USD in the scope of humanitarian and development programs.
- In this role, I was dedicated to uniting Armenians all over the world to support the balanced and continuous development of Armenia.
- For the stakeholder and network engagement, in cooperation with marketing team, I continuously developed project related content.

**Microsoft Corporation**

*OM / Project Manager Assistant (Full-Time)*

Yerevan, Armenia

Sep 2017 – Nov 2019

- Assisted local subsidiary in implementation of ongoing projects in accordance with company's technological philosophies and goals.
- In the scope of cost management, I monitored budgetary issues, cost cutting and control in the office.
- Cooperated with CEE and CIS subsidiaries to coordinate procurement, HR, operations and sales related inquiries.

- Reporting progress after each iteration to stakeholder's in the scope of educational/career builder platform development start-up.
- Coordinated work of developers' team and preparing reports to senior managements in accordance with work breakdown structure.
- Pitched our initiative to potential investor's during various start-up competitions.

## **TRAININGS AND CERTIFICATIONS**

<i>Certified Scrum Master</i> Scrum Alliance	Jul 2021
<i>Microsoft / INSEAD</i> AI Business School	Apr 2021
<i>Harvard Business Publishing</i> Project Management	Feb 2021
<i>Microsoft</i> MS Project	Oct 2019
<i>Microsoft</i> Azure DevOps Server	Oct 2019

## **SKILLS**

### *Computer Skills*

- JIRA
- MS Project
- Azure DevOps Server
- Microsoft Applications
- Google Cloud
- Trello
- Google Analytics
- Tableau

### *Project Management Skills*

- Writing
- Strategic Direction
- Budget
- Marketing
- Stakeholder Management
- Reporting
- Communication Management
- Subject Matter Expertise
- Performance Tracking

### *Language Skills*

- English (Fluent)
- Armenian (Fluent)
- Russian (Fluent)
- Japanese (Intermediate)