

# GINA ABAKIAN

## PROFILE

Highly motivated, adaptable professional with a diverse background in editing, legal research, fashion manufacturing, and non-profit work. Proven leadership experience in collaborating with stakeholders, managing complex projects, and delivering high-quality work. Eager to join a dynamic team in a challenging, stimulating role.

## CONTACT

📍 Los Angeles, California  
✉ gabakians@gmail.com  
🌐 .linkedin.com/in/gabakians/

## EDUCATION

### UC BERKELEY

Bachelor of Arts,  
Political Science  
2019

## SKILLS

- Leadership
- Public Speaking
- Contract Law
- Artificial Intelligence
- Trend Forecasting
- Academic Writing
- SEO Campaign
- Project Management
- Content Development

## LANGUAGES

English   
Armenian   
French 

## WORK EXPERIENCE

### THE WRITING TUTOR LLC

Project Manager (May 2021 – Present) • Los Angeles, CA

Collaborate with independent authors on all aspects of manuscript preparation, from cover design to e-book formatting. Execute cohesive written communication strategies for NGOs, film industry executives, and tech CEOs (undisclosed). Manage crowdfunding campaigns and scientific telecommunications research transcription in Armenia and France. Oversee hiring and onboarding of contracted employees.

High School and College Advisor (February 2020 – May 2021) • Los Angeles, CA

Developed and implemented comprehensive lesson plans and college application personal statement guides. Represented agency at high school and college campuses.

### ASTOURIAN & ASSOCIATES

Part-Time Legal Research Assistant (September – November 2021) • Pasadena, CA

Supported business litigation processes by drafting deposition questions, organizing evidence, and interviewing clients for preliminary case preparation. Performed research using Westlaw and LexisNexis; reviewed, proofread, and edited legislative documents.

### ELLIAN DESIGNS

Manufacturing Consultant (August 2019 – March 2020) • Los Angeles, CA

Coordinated the production of leather shoes and fashion accessories with factories in Spain and China. Forecasted trends for retailers in the United States and Canada. Developed a direct-to-consumer online sales system.

### CABINET CASTELLANE AVOCATS

Legal Assistant (June – August 2019) • Paris, France

Conducted legal research for commercial litigation and arbitration presented before the International Chamber of Commerce.

## COMMUNITY INVOLVEMENT

### HOMENETMEN GLENDALE ARARAT

2300+ member Armenian youth athletics, scouting, and cultural organization.

Strategic Planning Committee (January 2024 – Present)

Identify organizational strengths, weaknesses, opportunities, and threats by collecting and reviewing data and then implementing KPIs. Assist the Chapter Board in developing an Action Plan aligned with the organization's mission and strategic direction.

Programs Division (January 2023 – Present)

Correspond with celebrity talent and prepare merchandise for the 2nd annual Karen Khachanov Charity Tennis Match. Manage corporate sponsorship campaign; Raised \$120,000 in 2023, resulting in an 11% increase from 2022. Execute 2 large-scale annual community events of 500+ attendees. Spearheaded chapter-wide Alumni recruitment initiative.