

## CURRICULUM VITAE



### **Education**

#### **Bachelor**

Azerbaijan University of Languages

*09/2013 - 05/2017, English language teaching, School of Education | GPA 90.7*

#### **Master**

Azerbaijan University of Languages

*09/2017 - 05/2019, Linguistics, Graduate School | GPA 94.4*

### **Current position at Khazar University**

International Mobility Officer (17.11.2021-present),

Entity: International Affairs Office, Khazar University

Address: Neftçilər, 41 Mahsati street, AZ1096, Baku, Azerbaijan

Responsibilities: arrange the process of implementation of the Erasmus+ mobility associated functions, initiate and oversee international students' engagement activities, supervise foreign visit arrangements, contributing the university's global international strategy

Personal: fvaliyeva@khazar.org; phone: + 994 12 4217916 (ext. 240)

### **Associate Teacher at Khazar University Dunya School**

Associate Teacher (01.09.2021-01.11.2021),

Entity: PYP, Dunya School

Address: 9 Ajami Nakhchivani, Baku

Responsibilities: Observing and recording the students performance as requested to assess progress, assisting and tutoring the children individually and in small groups to

help master material and reinforce learning, organising the classroom and materials, assisting the teacher in planning and preparing the materials for daily instruction, collaborate with teaching staff and administrators to foster a good student experience

Personal: veliyeva.fatimee@gmail.com

### **Communication Specialist at NAYORA**

Communication specialist (01.12.2019-01.04.2021),

Entity: National Assembly of Youth Organizations of the Republic of Azerbaijan

Address: 13th Floor, Globus Center, 609 Jafar Jabbarli Street

Responsibilities: Coordinated the application, admission, review and dismissal of memberships by collecting the required documents and information and revising the fulfillment of the membership criteria and increased the membership amount, assisted in the creation and development of membership and marketing material e.g. newsletters, new member welcome packs, member questionnaires, tracked the projects related to the MOs and managed a detailed project schedule and work plan

### **Editor at Azerbaijan National Academy of Science**

Editor (01.06.2019-01.11.2019),

Entity: Philosophy Institute, Azerbaijan National Academy of Science

Address: Yasamal district, Huseyn Javid ave. 31

Responsibilities: Edited articles and books in the Azerbaijani and English language, researched the appropriate journals and confirm sources for the writer, attended weekly meetings to review book schedules and discuss any issues

### **Exhibitions, representative events**

~ The Council of Members of the European Youth Forum, Amiens, France (2019)

~ 7th annual Eurasia Higher Education Summit – EURIE 2022, Turkey (2022)

~ 4th Turkish Universities Fair, Azerbaijan (2021)

## **Erasmus+ Mobility Programme**

~ April, 2019 - Erasmus+ Mobility of youth workers, Study visit on youth-led community development

Location: Lithuania

~ August, 2019 – Online Activism

Location: Bulgaria

~ October, 2019 - Youth Policy in Europe: It's Up to Us!

Location: France

~ 28.02.2022 - 02.03.2022 – Global Partners' Week, ISTANBUL AYDIN UNIVERSITY

Location: Turkey

Overall objectives of the mobility: to network within the partners across the globe to get together, to enhance the bilateral cooperation, to exchange best practices for internationalisation, especially during the pandemic.

~ 25.04.2022 - 29.04.2022 – International Staff Week, MANISA CELAL BAYAR UNIVERSITY

Location: Turkey

Overall objectives of the mobility: to network within the partners from different countries

## **International Projects:**

~ "Start it UP, Keep it UP" project (Financed by European Commission)

**Responsibilities:** Internal communication with international partners, conducting meetings, reporting, creating and contributing the website's layout, design, content

~ The "Capacity Building of Youth Workers Working on Integration and Inclusion of Vulnerable Youth" project (Financed by Visegrad Fund)

**Responsibilities:** Organising training courses, study visit; supporting transfer V4 experience into the local level

## **Local Projects:**

~ Establishing a Youth Advisory Councils in 5 regions (Khazar, Bilesuvar, Qazakh, Shemkir, Tovuz) of Azerbaijan, supported by UNICEF and Ministry of Youth and Sports of the Republic of Azerbaijan (2020/2021)

Responsibilities: Organising info-sessions in regions, visiting the regions and recruit the youth for Advisory Councils, designing their programmes, guiding the participants during the project, supporting their youth leadership development initiatives, moderating development community-oriented webinars

~ Youth Organizations for Sustainable Development project (In Ganja, Shemkir, Balaken, Shirvan) supported by Azerbaijan Youth Foundation (2019/2020)

Responsibilities: To advocate on issues of concern within local community, facilitating the workshops on the theme of International Youth Society, Community building, Quality Education and contributing survey of on SDG conducted among more than 9000 young people

### **Trainings\Programmes:**

~ 07.09.2018 – 09.09.2018 - Future Leaders Conflict Resolution Workshop: Building Tolerance and Teamwork by USA Embassy

~ 23.05.2018 – 24.05.2018 - Encouraging healthy and strong beliefs about language learning | Online TC by Cambridge English

~ 20.05.2018 – 25.05.2018 - Seminar Sorbonne ToT Academy (Sorbonne Graduate Business School) by Pantheon Sorbonne University

~ 08.10.2019-08.10.2020 - Graduate of the YOUTH Program by State Agency for Public Services and Social Innovations under the President of the Republic of Azerbaijan and Azerbaijan Youth Foundation; Azerbaijan

~ 23-27.05.2022 – Workshop Program on Enhancing Entrepreneurship and Innovation in Higher Education by British Council, ADA and University of Kent; Azerbaijan

### **Internship Programmes:**

~ 01.02.2017 – 31.05.2017 – Secondary School N214

Responsibilities: Planning course material and activities, keep a record of students' attendance and grades, assign homework and interesting exercises

~ 30.04.2018 – 30.07.2018 - Azerbaijan Service and Assessment Network Service (ASAN)

Responsibilities: Works cooperatively as a reliable, making surveys, dialogues within citizens in order to solve civilians' problems, to assist citizens regarding paperwork

~01.08.2018-31.08.2018 – Azerbaijan Volunteering Service Exchange Programme, Ganja Youth House

Responsibilities: Organise team-building activities, involve local activities, lead English conversation club, cooperate with EVS volunteers and organise Culture nights

~07.07.2020-09.04.2021 Gender Hub Azerbaijan, Coordinator with focus groups

Responsibilities: Oversee the working groups (Empowerment of Women, Domestic Violence, Reproductive Health, Empowerment of Women in legal field) organising Community Discussions, supporting the process of Hotline for help, initiating online campaigns

### **Linguistic skills**

Fluency in three languages: English, Azerbaijani (mother tongue), and Turkish

### **Driving license:**

Category B