


Arzu Badalova

Date of birth: 02/09/1998


Nationality: Azerbaijani

Gender: Female

CONTACT

 Azerbaijan (**Home**)

 abadalova@khazar.org

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EDUCATION AND TRAINING

14/09/2016 – 22/06/2020

TEFL - Teaching English as a foreign language SABAH groups Alumni GPA: 94.4% honors degree Azerbaijani University of Languages

Website <https://adu.edu.az/en/sabah.edu.az> | Final grade GPA 95 %

14/09/2005 – 30/05/2016

Awarded for active participation in school events Middle school No. 114 named after Abil Safarov

WORK EXPERIENCE

14/12/2021 – CURRENT

International Affairs office coordinator Khazar University

- Admission of the international students
- Arrange the process of implementation of the Erasmus+ mobility (incoming)
- Arrange providing a comprehensive induction and orientation to the international students
- Coordinate and maintain agreements required to support mobility of students and staff with academic partner institutions
- Communication with the partner organizations
- Coordination of the international projects
- Arrange and coordinate initiatives and plan events, fairs and conferences etc.
- Develop operating relationships within Khazar University and with Azerbaijan's national ministries/agencies to communicate on international students' needs and special requirements
- Work with different student-focused frameworks to enable access to local clubs and societies, and to maximise participation amongst international students
- Implementing and managing consistent content on the social media platforms and website

21/11/2021 – CURRENT

Young European Ambassador EU Neighbors east

- Increase the visibility of the EU-Azerbaijan relations
- Encourage civic activism and engagement among youth
- Attending and actively participating in events, conferences, and forums related to European integration, youth issues, and regional cooperation

03/06/2021 – 10/06/2022

Observer/Communications Marshal Azerbaijan Grand Prix 2021/2022

- Directing the activities of other Marshals
- Observing all happenings around the circuit and report it to Race Control over a specific communications channel
- Submitting the breach of rules, impartial reports directly to the Race Control Team

31/08/2020 – 14/02/2021

PSAT instructor ROOF Academic Training

- Planning, preparing and delivering lessons
- Assessing progress, supervising and managing lessons

- Monitoring and evaluation
- Designing quizzes and exams

17/08/2020 – 27/02/2021

International Relations & Projects Department intern National Assembly of Youth Organizations of the Republic of Azerbaijan

- Contact with mass media
- Translation and research
- Editing and data entry
- Assisting in the organizing of the international projects

10/11/2019 – 04/05/2020

Translator Khan Academy Azerbaijan

- Helping in the translation of English (Math) content to the Azerbaijani language

Interpreter Azeristudent

during International Education Fair 2019

31/08/2020 – 31/01/2021

Global Talent Manager AIESEC AZERBAIJAN

1. Conducted interview sessions with local and international customers
2. Helped candidates to find appropriate projects
3. Proposed ideas for improving youth interaction with business and learning

LANGUAGE SKILLS

MOTHER TONGUE(S): Azerbaijani

Other language(s):

English

Listening C1

Reading C1

Writing C1

Spoken production C1

Spoken interaction C1

Spanish

Listening A2

Reading A2

Writing A2

Spoken production A2

Spoken interaction A2

Russian

Listening A2

Reading A2

Writing A2

Spoken production A2

Spoken interaction A2

Turkish

Listening C1

Reading C1

Writing C1

Spoken production C1

Spoken interaction C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Project Management | Organizational and Planning Skills | Detail-Oriented | Research and analytical skills | Work Ethic | Digital Literacy

ADDITIONAL INFORMATION

Additional Education & Certificates

12/06/2023 – 17/06/2023

Erasmus + International Staff Training week in Ankara, Turkiye

by Middle East Technical University within the Erasmus + Capacity building in the Higher Education Institutions

24/04/2023 – 28/05/2023

Erasmus + International Staff Training week in Murcia, Spain

by The Universidad Católica San Antonio (Spain) within the Erasmus+ Capacity building in the Higher Education Institutions

21/11/2022 – 25/11/2022

International Conference for Youth Workers in Marseille, France

Event that brings together YW experts all over Europe and BeyondBorders to discuss learn from each other about innovative methods best practices from the field of YW, in order to valorise creativity in non-formal/formal education pedagogical initiatives

02/09/2021 – 12/09/2021

Erasmus + Youth exchange

by European Solidarity Corps for participating in youth exchange project in Antalya, Turkey

13/07/2021

Foundations of Project Management

by Google