



# FATIMA VELIEVA

## CONTACT

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✉ fvaliyeva@khazar.org

## EDUCATION

- **Bachelor**  
Azerbaijan University of Languages  
English language teaching,  
School of Education \ GPA 90.7
- **Master**  
Azerbaijan University of Languages  
Linguistics, Graduate School \  
GPA 94.4

## LANGUAGE SKILLS

AZERBAIJANI (Native)

ENGLISH (Professional Working Proficiency)

TURKISH (Professional Working Proficiency)

GERMAN (Elementary Proficiency)

RUSSIAN (Limited Working Proficiency)

## DRIVING LICENSE

B2

## WORK EXPERIENCE

- **Head, International Affairs Office**  
Khazar University  
October 2023-Current

Creating and leading recruitment activity plan, develop and maintain relationships with external entities, co-create the vision and strategy for Internationalisation, leading and managing the strategic direction, operations, and activities of the International Office, international students, oversee the University's mobility exchange scheme and the policy and plans, to foster international partnerships and collaborations

- **Coordinator, International Affairs Office**  
Khazar University  
November 2021-October 2023

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

- **Lecturer, English Language and Literature Department**  
Khazar University  
September 2022-current

Develop and deliver engaging and effective English lessons that meet the needs of students at all levels of proficiency

- **Associate Teacher**  
Khazar University Dunya School  
September 2021-November 2021

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



○ **Communication Specialist**

National Assembly of Youth Organizations of  
the Republic of Azerbaijan (NAYORA)

December 2019-April 2021

Coordinated the application, admission, review and dismissal of memberships and increased the membership amount, assisted in the creation and development of membership and marketing material; tracked the projects related to the MOs

○ **Editor**

Azerbaijan National Academy of Science  
2019

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**

○ **Eurasia Higher Education Summit –  
EURIE2023, Turkiye (2023)**

○ **4th Turkish Universities Fair,  
Azerbaijan (2021)**

○ **7th annual Eurasia Higher Education  
Summit – EURIE2022, Turkiye  
(2022)**

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

**ERASMUS + MOBILITY PROGRAMME**

○ **International Staff Week, University  
of Tuscia, Italy, 2023**

○ **ICM Week, Polytechnic Institute of  
Bragança, Portugal, 2023**

○ **Youth Policy in Europe: It's Up to Us!,  
France, 2019**

○ **Erasmus+ Mobility of youth workers,  
Study visit on youth-led community  
development, Lithuania, 2019**

## INTERNATIONAL \ LOCAL PROJECTS :

### ○ **Project Manager**

“Start it UP, Keep it UP” project (Financed by European Commission)  
2020

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

### ○ **Project Manager**

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

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

### ○ **Project Manager**

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

2019\2020

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

## INTERNSHIP PROGRAMMES



**Secondary School N214, 2017**



**Azerbaijan Service and Assessment  
Network Service (ASAN) , 2018**



**Azerbaijan Volunteering Service  
Exchange Programme, Ganja Youth  
House, 2018**



**Gender Hub Azerbaijan, Coordinator  
with focus groups, 2020\2021**