

Ali Mirzazada

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EDUCATION

Khazar University, Baku, AZE

2018 – 2022

BA in Political Science

Awards: Bachelor's degree with honors (cum laude)

WORK EXPERIENCE

Khazar University, *Coordinator*, Baku, AZE

Jan. 2024 - Ongoing

- Successfully coordinated the implementation of Erasmus+ Key Action 1 projects, facilitating outgoing and incoming student exchanges between Khazar University and partner institutions.
- Established and maintained effective communication channels with partner universities, fostering strong collaborative relationships.
- Developed and executed targeted recruitment strategies to attract high-caliber students from diverse cultural backgrounds, contributing to the university's internationalization goals.
- Cultivated a collaborative environment by fostering strong relationships with international partners, enhancing the exchange experience for students, and contributing to a positive global reputation for Khazar University.
- Acted as a liaison between international students, faculty, and staff, providing ongoing support to ensure a smooth transition and integration into the academic and social life at the university.
- Implemented comprehensive support mechanisms for incoming and outgoing students, offering guidance on academic, cultural, and administrative aspects to enhance their overall experience.
- Established mentorship programs to connect incoming international students with local mentors, fostering a sense of community and inclusivity.

ARI Global LLC, *Administrative Coordinator*, Baku, AZE

Aug. 2023 – Jan. 2024

- Collaborated seamlessly with cross-functional teams, fostering a cooperative environment that facilitated efficient project execution and maximized synergy.
- Conducted comprehensive research and data analysis, providing essential insights for decision-making processes, and contributing to the development of informed and effective strategies.
- Delivered engaging workshops and seminars on college preparation and academic success, sharing valuable insights with diverse audiences.
- Provided expert guidance to students and parents on educational pathways, college admissions, and career planning, enhancing overall student success and satisfaction.
- Established and maintained effective communication channels as the primary point of contact for both internal and external stakeholders.
- Executed logistical aspects of various projects, demonstrating meticulous attention to detail and ensuring strict adherence to deadlines and budgets.
- Coordinated meetings, events, and travel arrangements with precision, ensuring seamless execution and optimal utilization of resources.
- Spearheaded strategic initiatives to expand the company budget, resulting in a considerable increase in overall financial resources.

LEADERSHIP EXPERIENCE

Project Based Learning (PBL), *Project Coordinator*, AZE

Jan. 2023 – Aug. 2023

- Led the formation and coordination of a dedicated team for the first part of the project, overseeing the initial phase of training and mentorship.

- Successfully assembled and managed a team to mentor and guide young participants from Astara, Lankaran, and Salyan during the first stage of the project.
- Developed and implemented a comprehensive project strategy, aligning with the goals of preparing youth in the targeted regions for their future careers.
- Mentored and coached team members to enhance their leadership skills, fostering a collaborative and innovative environment.
- Designed and implemented an effective mentorship program aimed at developing "21st-century" career skills among young individuals aged 13-21 in selected regions.
- Fostered and maintained a strong partnership with the US Embassy in Azerbaijan, ensuring the project's alignment with their goals and securing continued support.
- Implemented mechanisms to assess the impact of the project on participating youth, continuously refining strategies for maximum effectiveness.

SKILLS AND INTERESTS

- *Computer Skills:* Microsoft Office Suite - Word, PowerPoint, Excel, Outlook.
- *Language Skills:* Azerbaijani (native), English (fluent), Turkish (fluent), German (Limited proficiency)
- *Interests:* Hiking and outdoor activities, Reading contemporary literature, Volunteering at community services.