

MEHRIBAN ALIYEVA

7, A. Huseynov St., Apt.121, Baku, Azerbaijan

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EDUCATION

Diploma in Russian Language and Literature, Azerbaijan Teachers Training Institute of Russian Language and Literature, Baku, 1989 – 1995

Verified International Academic Qualifications was issued by the World Education Services

Turkish language courses, Baku State University, February 1989 - June 1989

English Language Courses, Turkish-American Association, Ankara, 1998 - 2000

French language courses, Embassy of France, Baku, December 2001 – April 2003

French language courses - Alliance Francaise, Nice, France - August, 2013

LANGUAGE SKILLS:

Excellent: *Azerbaijani, English, Russian and Turkish (written and spoken)*

Intermediate: *French*

COMPUTER SKILLS:

Windows and macOS systems, Microsoft Word, Excel, Power Point. Outlook

EXPERIENCE

AIIC (International Association of Conference Interpreters) member since 2016

Implements oral (including simultaneous) and written translations (from English into Azeri, Russian, Turkish and vice-versa) for various seminars, conferences, and meetings, conducted by national and international organizations and companies, such as Presidential Office, Parliament of Azerbaijan, Ministry of Justice, US Embassy, OSCE, UN, BP, UNCHR, CoE (both Baku Office and Headquarters in Strasbourg), ECHR, EU, EP (both in Baku and in Brussels), BSEC, and others with participation of the President of Azerbaijan and other high rank officials.

ACI of the European Commission and the European Parliament; direct contractor of the CoE headquarters in Strasbourg.

Candidate for certification in conference interpreting, ATIO (Association of Translators and Interpreters of Ontario)

G and L Translations

Owner 2006 - present

Director of the company between 2006 and 2016; actively involved in simultaneous interpretation of various events, consequent interpretation of high-level meetings and negotiations, proofreading of the translated materials. The Company has a long-term contract with the Parliament of Azerbaijan; it is the holder of the Framework Contract with the Council of Europe for interpretation and translations services; other governmental and inter-governmental structures are also among the clients of the company.

Lingual LTD

Owner and director 2008 - present

The Company provides high-tech interpretation and sound systems for various events and upon necessity, full management of events (including preparation of event documents, banners, hotel room arrangements, etc.) and is the holder of the Framework Contract with the Council of Europe for provision of interpretation equipment.

Freelance translator/interpreter January 2001 – present 30.01.2018

Land O'Lakes/Azerbaijan, Baku

• ***Office Manager*** May 2001 – June 2003

Responsibilities:

- Monitored and reported to project management on staff adherence of Land O'Lakes/USAID policies,
- Developed new policies with the management,
- Supervised and coordinated the work of the administrative staff, driver, cleaning personnel, as well as outside translators and drivers,
- Prepared lease agreements and contracts,
- Received and distributed documents for translation; was responsible for proofreading of all translated materials into Azeri,
- Participated in preparation of various seminars, meetings, exhibitions, and other events, as well as prepares all media related papers connected with these events,
- Assisted in editing and designing the project newsletter, brochures and other project publications,
- Assisted project clients to establish business relations with international companies.
- Supervised ordering and purchase of furniture and equipment, as well as refreshments and office supplies for Baku and regional offices and etc.

Handled large amounts of money.

The Institute on Human Rights of the Academy of Sciences of Azerbaijan, Baku

Research staff member August 2000 – December 2000

Responsibilities included preparing and organizing seminars on human rights, conducted by the Institute, as well as participating in them, interpreting during the seminars, participating in preparation of monthly journal, translation of scientific articles and international documents on human rights, etc.

Azerbaijan Trade Union Confederation, Baku

Administrator April 1991-July 1997

Responsibilities included cooperative work with Trade-Union leaders, administrating correspondence to instructors, translating documents, preparing speeches for Trade-Union leaders and instructors, secretarial duties.

Baku City Committee of People's Control, Baku

Chief clerk January 1989-April 1991

Duties: was in a direct contact with the chairman of the Committee, provided specialized service and attention to clients' complaints. Duties also included dictation of meetings, translation and correction of all paperwork.

Kirov District Committee of People's Control, Baku

Secretary January 1984-January 1989

Responsibilities included translation, handling correspondence, typing, answering telephones, scheduling appointments and filing.

VOLUNTEER ACTIVITIES

“SYMMETRY” Association (NGO)

Volunteer on gender issues December 2000 - present

Participates in organization of various seminars, trainings and other projects, as well as in information collection and implements other assignments on the instructions of the President of the organization.

IFES Azerbaijan

International Observer March 5, 2003

Participated in monitoring of by-elections to Milli Majlis (Parliament) of Azerbaijan

George C. Marshall School, Ankara, Turkey

Volunteer Staff Assistant, September 1998 - June 2000

Participated in organization of various school projects, helped teachers during their lessons, took active part in the cultural life of the school. Was awarded with the special Certificate of Appreciation for Contributions.

REFERENCES

Sabir Aliskenderov, Legal Assistant, US Embassy Baku: AlisgandarovSA@state.gov +99450 206 5623

Rashid Ibrahimov, Head of the International Relations Department, Milli Majlis (Parliament) of Azerbaijan (99450) 215 3494

Sally Bailey-Ravet, Head of the Interpretation Unit, Council of Europe Sally.BAILEY-RAVET@coe.int