

Khayala Salamova

I have a creative mind and an always up for new challenges. I am well organized and always plan ahead to make sure I manage my time well.

✉ x.sva94@gmail.com

☎ (050)652-26-62

📍 Baku, Azerbaijan

EDUCATION

Bachelor degree Azerbaijan Technical University

09/2011 - 06/2015,

Master degree Azerbaijan Technical University

06/2016 - 08/2018,

WORK EXPERIENCE

Volunteer Asan Service

11/2018 - 01/2019,

Achievements/Tasks

- Offer ideas and support as needed
- Represent the organization in a positive manner

Librarian Baku Youth Center

04/2019 - 05/2019,

Achievements/Tasks

- Shelve books, taking time to ensure each book is accurately placed in the correct position
- Carefully shelf read to ensure books have been put away correctly
- Assist with any additional tasks assigned by library staff

International Relations Coordinator "Buqelemun" student platform

10/2019 - 01/2020,

Achievements/Tasks

- Provide timely and expert advice on all international relations matters to the Director
- Develop and maintain relationships with relevant international stakeholders
- Determine how to collect data and offer recommendations on evaluating new research projects

Study Abroad Advisor Smart Study Education and Training Center

08/2021 - 03/2022,

Achievements/Tasks

- Search for education programs and services to meet the needs of students
- Collaborate with the host institutions to improve student integration
- Develop short- and long-range goals and policies for the Study Abroad office
- Visa support

SKILLS

Data Analytics

Adaptability

Communication

Time Management

Technical Literacy

CERTIFICATES

Basics of professional translation (04/2019 - 05/2019)

Leadership and teamwork (06/2019 - 07/2019)

Time management (07/2019 - 08/2019)

LANGUAGES

Azerbaijani

Native or Bilingual Proficiency

English

Full Professional Proficiency

Russian

Limited Working Proficiency

German

Full Professional Proficiency

French

Elementary Proficiency

INTERESTS

Space Exploration

Mindfulness

Creative Writing

Travelling

Painting & Drawing