****  **Emilya Baloglanova**

Azerbaijan Republic, Baku c.

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Mobile: (+99451) 8707530

**Date of birth:** December 25, 1991

**Languages:** Azerbaijani- native, Russian-good,English-good,Turkish

**Computer skills:** Ms Office, Internet

**Bachelor degree:** Azerbaijan State Economic University, International Economic Relations

(World Economy) 2010-2015, distance

**Work Experience:**

**Chemonics International Inc.**

Position: Administrative Assistant, voluntary

Duration: 3 weeks, 2010

**USAID’s Azerbaijan Competitiveness and Trade (ACT) Project**

Position: Administrative Assistant, voluntary

Duration: 2 weeks, 2010

**USAID’s Azerbaijan Competitiveness and Trade (ACT) Project**

Position: Administrative Assistant

Duration: 2 months (Sept, Oct, 2011)

**World Bank Real Estate Registration Project**

Position: Certified Internship Program

Doing written translations with the help and control of the translator.

Answering telephones, handling calls, routing telephone calls to appropriate persons

Assisting employees and department with office related issues (copying, scanning, sending faxes, organizing meetings, etc)

Performing other related duties and activities as requested

Duration: 3 months (July 16- Oct.15, 2012)

**USAID’s Azerbaijan Competitiveness and Trade (ACT) Project**

Position: Administrative Assistant

Duration: 2 weeks (June17- June 30, 2013)

**USAID’s Azerbaijan Competitiveness and Trade (ACT) Project**

Position: Administrative Assistant

Duration: 3 weeks (August 12- August 31, 2013)

**Description of Responsibilities:**

• Provide secretarial assistance, including: answering telephones, back-up telephone duties; typing of documents and E-mails; copying documents; preparing and filing documents, preparing and sending fax messages etc.   
• Answer the main phone line & greeting visitors;  
• Set up meetings, interviews, and other appointments for technical staff;  
• Order refreshments, catering, beverages for meetings;  
• Handle outgoing and incoming correspondence (mail & faxes);  
• Purchase & Maintain the Stationery stocks;  
• Edit documents as requested;  
• Assist with logistics for the Expatriate staff;  
• Maintain time & attendance sign in/out sheet for the staff;  
• Any other duties assigned by the immediate supervisor/Chief of Party or her designee

[**The Center for Economic and Social Development (CESD)**](https://www.facebook.com/pages/The-Center-for-Economic-and-Social-Development-CESD/360225213988500)

Position: Intern (Internship program)

Duration: April 15, 2014-July 18, 2014

**Participated Trainings at CESD:**

1. **“Strengthening the capacities of the National Platforms of the Eastern Partnership Civil Society Forum ( ENPII2012/304-324)”** project of the EU during March-May months of 2014:

* Training on Fundraising for CSOs;
* Communication and Outreach for CSOs;
* Advocacy and Campaigning in Civil Society.

1. **Piloting the Civic Rural and Urban Involvement in School Budgeting and Spending for Efficient Preschool and Primary School Services Project**

***Date:*** 21-22 April, 2014

***Title:*** “ Challenges, opportunities, pros and cons in the application of the bew per capita financing mechanism at the Azerbaijani schools”

***Trainer:*** Jan Herczynski

**Participated Training: “Success and Time Management”**

5 July 2014, 15:00-19:00

Time Management

- Definition of Success

- Successful people

- A successful career

- Leadership

Trainer: Faxri Agayev

**REFERENCES**

Zarifa Hasanova – Office manager of USAID’s Azerbaijan Competitiveness and Trade (ACT) Project

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