**Vafa Houshyar**

**Professional Summary**

A dedicated and results-driven professional with 3 years of experience as a department coordinator in an educational institution and 2 years as an English language instructor. Strong skills in MS Office, MSSQL, and Power BI with a keen interest in business intelligence. A fast learner and effective communicator, fluent in multiple languages, with a proven ability to manage crises, motivate teams, and negotiate successfully.

**Work Experience**

**Department Coordinator**  
*Educational Institution*  
*Dates: [2022] – [Now]*

* Managed departmental operations and ensured smooth functioning.
* Coordinated between departments to streamline workflow and processes.
* Developed and implemented effective pricing strategies.
* Spearheaded crisis management initiatives and resolved conflicts effectively.

**English Language Instructor**  
*Educational Institution*  
*Dates: [2019] – [2021]*

* Taught English as a second language to students across different proficiency levels.
* Designed and implemented lesson plans that catered to diverse learning needs.
* Conducted TOEFL preparation sessions, achieving a high pass rate among students.
* Adapted to virtual instruction, delivering high-quality lessons via online platforms during the pandemic.

**Co-founder***Softwareedu.us*  
*Dates: [2024] – Present*

* Provide consulting services to job seekers globally, offering career advice and interview preparation.
* Organize bootcamp-style educational programs focused on software development and programming.
* Assist individuals in building and expanding their professional networks within the tech industry.

**Education**

**Bachelor of Business Administration**  
*Ankara Yıldırım Beyazıt University*  
*Graduation Date:[2021]- [2025]*

**Certifications**

* **Microsoft Certified: MSSQL**
* **TOEFL Certified (English C1)**
* **Turkish Language Certificate (C1)** Gazi University

**Skills**

* MS Office Suite (Word, Excel, PowerPoint)
* MSSQL & Power BI
* Business Intelligence
* Crisis Management & Pricing Strategies
* Strong Negotiation & Manipulation Skills
* Motivational Speaking & Team Leadership

**Languages**

* Persian (Native)
* Azerbaijani (Native)
* Turkish (C1)
* English (C1)

**Personal Attributes**

* Fast learner, eager to acquire new skills
* Warm, friendly, and extroverted
* Loyal and committed to company success
* Open to constructive criticism
* Effective in both teamwork and independent tasks

**Hobbies & Interests**

* Learning languages and tech-related topics
* Reading books on economics, self-development, and psychology
* Video games