





PERSONAL INFORMATION

Ayshan Asadzade



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Date of birth 04/07/1992

WORK EXPERIENCE

1/2/18–15/6/18

International Center Office Coordinator

Istanbul Bilgi University, Istanbul (Turkey)

Erasmus+ Traineeship Program

Santralistanbul Campus
 Eski Silahtarağa Elektrik Santrali,
 Kazım Karabekir Cad. No: 2/13 34060 Eyüp İstanbul
 +902123117248

My responsibilities include helping with the application and admission procedures of international and BILGI students; maintaining office environment through inventory and other administrative tasks. And also, I assist the operation of events of international programs (Laureate Program/Bilateral Program) and summer schools.

16/7/14–31/8/15

Translator

Report News Agency
 Demirchi Tower, Baku (Azerbaijan)

As a translator, my responsibilities were translating news in a very short period of time with maximum quality. Thanks to my work experience in Report News agency, I have improved my operational working skills and other essential job-related skills like working under pressure, time management skills, decision making skills. This experience also helped me to get efficiency in translation and also organize given information in a very qualitative way during limited period of time.

Business or sector Media

5/10/13–2/3/14

English Language Instructor

Magistratura.az, Baku (Azerbaijan)

I was teaching English to the students who were going to take an university entry exam for getting Master's Degree. My main duties were preparing students for the exam by teaching English grammar, helping them improve their vocabulary and explaining exam instructions and key points in order to get successful exam results. By means of this working practice, I achieved effective communication skills, leadership and organizational skills.

EDUCATION AND TRAINING

28/9/15–21/3/18

Master's Degree (GPA 90/110)

University of Rome, Tor Vergata, Rome (Italy)

European Economy and Business Law (EEBL programme)

23/8/16–15/12/16

MBA (Overseas Student Exchange Program)

University of New Mexico, Albuquerque (New Mexico, USA)

Introduction to Management

Entrepreneurship

Organizational behavior

30/1/17–15/6/17 **Erasmus+ Study (Student Exchange Program)**

Istanbul Bilgi University, Istanbul (Turkey)

Human Resources Management

Developing Leadership and Communication Skills

Introduction to Organizational Behavior

15/9/13–30/5/15 **Master's Degree in Linguistics (GPA 94/100)**

Azerbaijan University of Languages, Baku (Azerbaijan)

15/9/09–30/5/13 **Bachelor's Degree in English Teacher (GPA 92/100)**

Azerbaijan University of Languages, Baku (Azerbaijan)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	B2	B1	B1	B1	B1
Turkish	C2	C2	C2	C2	C1
English	B2	B2	C1	C1	B2
Italian	A2	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

- creative thinking
- self-motivator
- problem-solving skills
- job-adapted
- good communication skills
- effective team-working skills
- good interpersonal skills

Job-related skills

- get on well with people of all ages, backgrounds and abilities and understand their needs
- show patience and tact working with those who may lack confidence
- plan and create interesting activities to improve learners' skills
- be prepared to adapt lessons using feedback in class
- motivate and encourage learners

Digital skills

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Basic user	Basic user	Basic user

Digital skills - Self-assessment grid

Good command of Microsoft office programs:

- Microsoft Word,
- Excel
- Power Point