



Nargiz Mammadzada

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WORK EXPERIENCE

Freelance Content Manager

QəbulOl.az [Dec 2020 – Current]

Volunteer Copywriter / Researcher

Karabakh is Azerbaijan Platform [Oct 2020 – Dec 2020]

Freelance Content Manager

coupons.az [Aug 2020 – Oct 2020]

Project Manager / External Relations Coordinator

VarYox Art and Cultural Platform [Jan 2020 – Sep 2020]

Freelance Blog Writer

Pickvisa.com [Sep 2019 – Current]

Project Manager Assistant

KONSis Event Management Company [Jul 2019 – Dec 2019]

Content Manager at konfransmarket.az

Art Volunteer Program

YARAT Contemporary Art Centre [Jul 2019 – Sep 2019]

Freelance Translator Volunteer

Khan Academy Azerbaijani [May 2019 – Dec 2019]

Public Relations Manager

Young Accountants Union [Apr 2019 – Jul 2019]

Project Manager

Young Accountants Union [Mar 2019 – Jul 2019]

Intern

Azerbaijan National Non-Governmental Organizations Forum [Feb 2019 – May 2019]

EDUCATION AND TRAINING

Bachelor of Business and Management

Azerbaijan State Economic University [2015 – 2019]

Final grade : 87,24/100

Thesis: "The role of innovation in the management system" - Final grade: 100/100

Honorary Degree

School-Lyceum Complex of Baku Slavic University [2010 – 2015]

School № 15

Named after Elchin Javadov [2004 – 2010]

LANGUAGE SKILLS

Mother tongue(s):

Azerbaijani

Other language(s):

English

LISTENING C2 READING C2 WRITING C1
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Turkish

LISTENING C2 READING C2 WRITING B2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Russian

LISTENING C2 READING C2 WRITING B2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Microsoft Office (Word, Excel, Outlook, Power Point) / WordPress / Laravel / BaseCamp / Asana / Trello / Google: Gmail, Google Drive, Google Docs / Video Conferencing; Zoom, Skype, Microsoft Teams, Google Hangouts

NETWORKS AND MEMBERSHIPS

Member of Global Shapers Community Baku

[Sep 2020 – Current]

CONFERENCES AND SEMINARS

Seminars

"Towards Digital Journalism 2", organized by the e-Government Development Center of the State Agency for Citizen Services and Social Innovations under the President of the Republic of Azerbaijan and sponsored by PASHA Holding - 8 - 14 December 2020

"Leadership and Self-Management", organized by "Yukselish" Public Union - 25 September 2020

Participation in seminars: "Spiral Development", "Personal Branding", organized by Council of State Support to Non-Governmental Organizations under the President of the Republic of Azerbaijan, "Debate in Civil Society" (DVC) Public Union - 22 - 25 September 2020

Participation in seminars: "Communication Skills", "Networking Skills", "How To Form The Correct Business Psychology", organized by Business Development School - 30 August - 26 September 2020

Participation in seminars: "Business Etiquette Rules", "Emotional Intelligence", "Entrepreneurship" "Time Management", organized by Hospitality Insights, Azerbaijan University of Tourism and Management, Azerbaijan State Economic University, Azerbaijan Technology University - 8 August - 26 September 2020

Participation in the online project "BiznesMen", organized by the Public Union "Migration Volunteer" during the Coronavirus (COVID-19) - 25 June - 3 July 2020

Participation in the online forum "Power of Youth" in the ZOOM mobile application, organized by the portal "Are you young? Start!" - 24 June 2020

Participation in the online project "VoluntourZoom Online Hub", jointly organized by "Tourism Volunteers" Organization and Azerbaijan University of Tourism and Management - 10 June - 3 July 2020

What is CSR, what is not?, organized by CSR Azerbaijan, KSSD Turkey, The National Confederation of Entrepreneurs (Employers) Organizations of the Republic of Azerbaijan - 11 May 2019

Higher Levels of Study in Public Speaking, organized by English Speaking Union & International Public Speaking Competition - February - March 2019

Fundamentals of Procurement, organized by Business and Management School - 26 August 2018

E-mail marketing, organized by Vision Academy - 20 August 2018

Basics of Digital Marketing, organized by Vision Academy - 20 August 2018

New idea, new business plan, new company, organized by SEFCO Consulting Group - 12 November 2016

Conferences

The International Conference on "The Role of Youth in International Security and Peacekeeping", dedicated to International Youth Day, by The Great Silk Way International Youth Union - 11 August 2020

"Pupil-student scientific conference on theme "Modern Azerbaijan in the light of ideas of national leader Heydar Aliyev" dedicated to the 88th (2011), 90th (2013), 91st (2014) and 92nd (2015) anniversaries of national leader Heydar Aliyev

CERTIFICATIONS

Certificates

Business Development Center - "How To Form The Correct Business Psychology" - 5 October 2020

Middle East Technical University - "Leadership" - 4 October 2020

Middle East Technical University - "Crisis Management" - 2 October 2020

Istanbul Boğaziçi Institute - "Training for Coping with Stress" - 23 September 2020

Istanbul Boğaziçi Institute - "Effective Communication Techniques Training" - 13 September 2020

Business Development School - "Communication Skills" - 30 August 2020

"Great Silk Way" International Youth Union - "The Role of Youth in International Security and Peacekeeping" project dedicated to the International Youth Day - 20 August 2020

"Tourism Volunteers" Organization and Azerbaijan University of Tourism and Management - "Voluntourizoom Online Hub" - 16 July 2020

Public Union "Migration Volunteer" - Online Project "BiznesMen" - 8 July 2020

The Portal "Are you young? Start!" - Online Forum "Power of Youth" - 28 June 2020

Khan Academy & UNIWEST - Translate from English into Azerbaijani - 6 December 2019

English Speaking Union & International Public Speaking Competition - Higher International Diploma for Attainments in the Higher Levels of Study in Public Speaking - 16 March 2019

British Council - IELTS Certificate Overall 7.0 (C1)

Rochester Institute of Technology through edX - Teamwork and Collaboration - 25 May 2018

Academy for Ads - AdWords Fundamentals - 8 April 2018

Google AdWords - AdWords Mobile Certification - 8 April 2018

Google Digital Garage - The Fundamentals of Digital Marketing - 24 March 2018

PROJECTS

Projects

Project Coordinator of the IMAGINE EURO TOLERANCE FESTIVAL 2020 by Delegation of the European Union, Baku (Azerbaijan) - 7 - 15 May 2020

PR Manager of the project "Rules of conducting accounting by non-governmental organizations in accordance with the General Principles of International Accounting Standards for Public Sector" by Young Accountants Union, Shirvan (Azerbaijan) - 20 April 2019

PR Manager of the project "Rules of conducting accounting under the International Standard for Non-Governmental Organizations" by Young Accountants Union, Baku (Azerbaijan) - 13 April 2019