

Samira Orujova



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EDUCATION

Baku State University
Baku, Azerbaijan

BC 1999-2003 Baku State University

Faculty: Librarianship and Information
Specialty: “Librarian and Bibliographer”

WORK EXPERINCE

15 November 2012 – present
Khazar University
Library Information Center,
Baku

Head of “Cataloging”

April 2011 – November 2012
School № 202,
Baku

Director of Library

2005 – 2011
Khazar University
Library Information Center,
Baku

Librarian

- Catalog all new sets of print and non-print materials, CD-ROMs, cassettes, video and audiotapes using MARC format
- Maintains and updates descriptive and subject cataloguing; enters data into library databases

- Introducing and Instructing University students in using of variety library resources, provides them with general information about library services directing them to teachers as needed
- Prepare topical or curricular displays in windows and/or bulletin boards at Khazar University
- Performs complex bibliographic and informational searches
- Assists with electronic bibliographic database searches for University Teachers and Students
- Investigate and evaluate new technologies for Library Information Service to optimize delivery and implementation of information resources
- Monitors and suggests corrections to the online catalog
- Maintaining Library Users information by entering and updating information from Human Resources DataBase
- Maintaining and organizing files in Library Information Center
- Prepare year reports

PROFESSIONAL EXPERIENCE

September 2015, ULTRA Technologies, Baku

Training on “Innovative Management Libraries” and “Automated Library Information System of Azerbaijan” / Certificate.

February 2014, Khazar University, Baku

Training on “Building Proper Communication Skills with Colleagues”

2012- June, Pedagogical Personnel Qualification and Retraining Institute, Baku

Professional training for librarians. Certificate.

May 2003 - July, Baku State University, Baku

Professional training for librarians.

May, 2003 Baku

Computer courses/ Certificate

November 2000 - November 2001, IRTCL, Baku

English language Courses

October 2000 - November 2000, IRTCL, Baku

Computer Courses

ATTENDING TRAININGS AS A LEADER

**February 2017, ADA University,
Baku**

“EBSCO day: Advantages of EBSCO Discovery Service - single search experience for research – from superior content to a unique user interface”

**November 2016, Baku State
University, Baku**

" World eBook and Global eJournal Libraries; The World's most comprehensive Science, Social Sciences and Humanities Full Text Databases plus ENAGO; English Editing for Authors” Seminar for all Azeri Universities and Academic Institutions

**December 2015, Marriot Hotel,
Baku**

“Exceptions and Limitations for Archives Libraries and educational Institutions.” International Seminar

**November 2015, Baku State
University, Baku**

“F. Delbanco – International Books and Journals”

**October 2015, ADA University,
Baku**

IEEE/IET Electronic Library

**October 2015, Baku High Oil
School, Baku**

“EBSCO Discovery Service”

**May 2015, Khazar University,
Baku**

“Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan” (ESFIDIP)

LANGUAGE SKILLS

Azerbaijan – native
Russian – good
English – good
Turkish - good

COMPUTER SKILLS

MS Office 2010/XP Applications (Word, Excel, PowerPoint, Outlook and etc.)
Internet Browsers (Internet Explorer 5.0, Netscape Navigator 4.0), Outlook Express and etc.
Follett Application-Cataloging, Circulation Desk, Patron