



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Elza Semedova**
Address(es) Gedirli Street, home N 5 , Yasamal district, AZ1006, Baku, Azerbaijan
Fax(es) +994 12 498 85 57
E-mail esemedova@khazar.org; elzasemedli@hotmail.com
Nationality Azerbaijan
Date of birth 27.12.1975
Gender Female

Work experience

Dates September 2008 - ongoing
Occupation or position held Dean School of Education
Main activities and responsibilities Management and official representation of the Faculty
Name and address of employer Khazar University, 11 Mehseti street, AZ 1096, Baku, Azerbaijan
Types of business or sector Education

Dates September 2008 - December 2012
Occupation or position held Head of Azerbaijan Language and Literature Department
Main activities and responsibilities Managing the educational and scientific work of the Department
Name and address of employer Khazar University, 11 Mehseti street, AZ 1096, Baku, Azerbaijan
Type of business or sector Education

Dates	September 2004 - September 2005
Occupation or position held	Instructor of Azerbaijan Language and Literature Department
Main Activities and responsibilities	Managing teaching and learning process Azerbaijan State Economic University, Baku, Azerbaijan
Name and Address of employer	Education
Type of business or sector	February 2005- September 2005 Instructor of Turkish Language and Literature Department Managing teaching and learning process Gafgaz University, Baku, Azerbaijan
Dates	September 2005 – September 2008
Occupation or positions held	Head of the Student and Education Department
Main activities and responsibilities	Managing school activities and faculties to achieve school mission, developing and scheduling quality educational courses, perform data analysis, tracking, auditing and reporting to school management when needed
Name and address of employer	The School of Administration of Turkic World at Azerbaijan State Economic University, Baku, Azerbaijan
Type of business or sector	Education
Dates	April 2005- December 2007
Occupation and positions held	TV presenter,
Main activities and responsibilities	Interviewing program guests and present program was called “Baku Esintileri”
Name and address of employer	TRT TV/ Baku Branch
Type of business or sector	TV
Dates	October1999- May 2004
Occupation and positions held	Teacher of Turkish Language
Main activities and responsibilities	Managing teaching and learning process
Name and address of employer	School of theTurkeli, Kayseri / Turkey
Type of business or sector	Education
Dates	
Occupation and positions held	
Main activities and responsibilities	
Name and address of employer	
Type of business or sector	
Education and training	
Dates	1999 -2004
Title of qualification awarded	Doctor of Sciences in Philology
Principal subjects/occupational skills covered	Turkic Languages Ph.D. dissertation: “ Comparative Semantics of simple verbs in Turkish and Azerbaijan Languages
Name and type of organisation providing education and training	Institute of Social Sciences, Selcuk University, Turkey

Dates awarded	1997 – 1999
Title of qualification	Master of Philology Turkic Languages
Principal subjects/occupational skill	MA thesis: Comparative Morphology of Turkish and Azerbaijan Languages Institute of Social Sciences, Erciyes University, Turkey
covered	1993-1997
Name and type of organisation providing	Bachelor of Philology Turkic Language and Literature
education and training	Department of Turkic Languages and Literatures, Faculty of Arts and Sciences, Erciyes University, Turkey
Dates awarded	1994-1997
Title of qualification	Certificate program
Principal subjects/occupational skill	Teacher training
covered	Faculty of Education, Erciyes University, Turkey
Name and type of organisation providing	
education and training	October 1992- May 1993 Certificate program Turkish Language TOMER- Language School, Ankara University, Turkey
Dates awarded	
Title of qualification	
Principal subjects/occupational skill	
covered	
Name and type of organisation providing	
education and training	
Dates awarded	
Title of qualification	
Principal subjects/occupational skill	
covered	
Name and type of organisation providing	
education and training	
Personal skills and competences	I am always friendly and helpful with my students, colleges and other university personals. I am communicative, hardworking and enthusiastic. I am quick learner and I have enough experience of working in different fields, such as education, linguistics, literature, culture and management. I have good experience of work team. I never hesitate to take the initiative.

Mother tongue(s) **Azerbaijani**

Other language(s) **Turkish, Russian, English**

Self-assessment

European level (*)

English

Russian

Turkish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B1		B1		B1		B1		B1	
B1	User	B1	User	B1	User	B1	User	B1	User
C2	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

My social skills and competences have progressed and faced the mirror by many courses concerning human beings and their behavior, group-dynamics and interaction. As an active person with empathy and caring I appreciate knowhow and professionalism by human touch. Working as a leader I carry my responsibility and enthusiasm to get the staff involved in work for the basic task and for the community. Listening the people and observing the things around demand also a good analyzer and organizer in the processes to achieve the goals. I have learnt to face and solve problematic situations..

Teaching skills: I have good experience of teaching. I teach some courses at Khazar University, such as, Introduction to Turkology, Orkhun Turkish, Ottoman Literature, Modern Turkish Literature, Literature of Turkic Peoples, Comparative Grammar of Turkic Language, Social linguistics, Azerbaijan language (for foreign students),

Organisational skills and competences

I work systematically with a holistic way but at the same time I pay attention to the relevant details I have an ability to create motivation, co-operational and supportive atmosphere inside the school community While working at Azerbaijan State Economic University and Khazar University I have organized series of seminars, trainings, conferences, and several international symposiums.

Computer skills and competences

Competent with all Microsoft Office programmes.

Driving licence

Driving Licence Category B

**ADDITIONAL
INFORMATION
Publications**

1. Elza Samedova, “Communicative Language of Turkic World”, “Ulkumuz” Journal , İSSN: 1694-5034, Year: 2, volume and pages: 4, 117-142, İstanbul, June, 2007. (“Türk Dünyasının İletişim Dili”, of “Ülkümüz” dergisi, Türk Dünyası Araştırmaları Vakfı, İSSN:1694-5034, Yıl:2, Sayı: 4, 117-142, İstanbul, Haziran-2007).
2. Elza Samedova, “Words used both as nouns and verbs”, Institute of Linguistics, Azerbaijan Academy of Science, Research-I, (A collection of articles), pages 214-219, Baku, Azerbaijan, 2005 (“Hem fiil hem isim gibi kullanılan kelimeler”, Azerbaycan İlimler Akademisi Dilçilik Enstitüsü, Tedgigler-I,(Makaleler Toplusu), s.214-219, Bakü, Azerbaycan, 2005).
3. Elza Samedova, “Research of simple verbs in Azerbaijani literary language by diachronic method.”, Institute of Linguistics, Azerbaijan Academy of Science, Linguistic issues 1(2), (A collection of articles),pages 166-175, Baku, Azerbaijan, 2005 (“Azerbaycan Edebi Dilindeki Sade Fellerin Diakhron Metodla Tedgigi ”, Azerbaycan İlimler Akademisi Dilçilik Enstitüsü, Dilçilik Meseleleri 1 (2), (Makaleler Toplusu), s.166-175, Bakü, Azerbaycan, 2005.
4. Elza Samedova, “A brief review on the history of Azerbaijani and Turkish written language”, Azerbaijan Academy of Science, Institute of Folklore, XIV Scientific Search Collection (A collection of articles), pages 103-107, Baku, Azerbaijan, 2005 (Azerbaycan ve Türkiye Yazı Dillerinin Tarihine Kısa Bir Bakış”, Azerbaycan İlimler Akademisi Folklor Enstitüsü, Elmi Axtarışlar XIV Toplu, (Makaleler Toplusu), s.103-107, Bakü, Seda yay., Azerbaycan, 2005).

5. Elza Samedova, "One sound: closed é in Turkic dialects:" Journal of Azerbaijani Studies, V10-12/ N.1-2, 2007-2009, The International Symposium, Modern Developmental Trends and Turkic World, 29-31 May 2009, Khazar University, pages 522-532, Journal of Azerbaijani Studies, V10-12/ N.1-2, 2007-2009 (Türk Lehçelerinde Bir Ses: Kapalı é Khazar University).
- 6 Elza Samedova, "Ali Bey Hüseyinzade's Role In works of common Turkic Language in XX Century", Turkish Studies, (International periodical for the Language, Literature and History of Turkish or Turkic) Academic Journal, 2009, Volume 4 Issue 8, s. (1986-1995Yüzyılda Ortak Türk Dili Çalışmalarında Ali Bey Hüseyinzade'nin Rolü).
7. Elza Samedova, "Highlighted socio-political values in our ancient culture", II National Forum of culturologists, 3 June, 2010, Ministry of Culture and Tourism, Scientific Collection (Elza Samedli, Qədim Mədəniyyətimizdə Önə Çıxan Sosial Siyasi Dəyərlər, Kulturoloqların II Milli Formu, 3 İyun 2010, Mədəniyyət və Turizm Nazirliyi, Elmi Məcmuası),
8. Elza Samedova, "Istanbul in the poetry world of the mathematical intelligence" Elza Səmədli, Riyazi Zəkanın Şiir Dünyasında İstanbul, I InI. Uluslararası Dünya Edebiyatında İstanbul Sempozyumu, 6-7 Mayıs 2010, bildiri Beykent Üniversitesi, Türkiye
9. Elza Samedova," Literary activity of Ali Bey Huseynzade", The International Symposium, Azerbaijan in World Literature, 27-29 May, 2011, Khazar University (Elza Səmədli, Ali Bey Hüseyinzade'nin Edebi Faaliyeti)
10. Elza Samedova, "Phonetic and Semantic Remains of Original Long Vowels in Azerbaijan Turkish", The Journal of International Social Research, Volume 5, Issue: 20, Winter 2012, p.127-132. (Asli Uzunlukların Azerbaycan Türkçesindeki Fonetik ve Semantik İzleri)

Editors of books

Modern Developmental Trends and Turkic World ((International Symposium Materials)
Journal of Azerbaijani Studies, V10-12/ N.1-2, 2007-2009, , Khazar University Press, 2009

Azerbaijan in World Literature, (International Symposium Materials), Khazar University Press, 2012

Projects

Dates	2009--2010
Occupation and positions held	Project Expert
Main activities and responsibilities	Preparing Internal Quality Assurance of Azerbaijan Higher Education,
Name and address of employer	Open Society Institute Foundation, Programs of East East
Type of business or sector	Baku Education Century Education
Dates	2011-2013
Occupation and positions held	Project Manager
Main activities and responsibilities	Training for Trainers on Application of the New Subject Curriculum and Active Learning in Secondary
Name and address of employer	Preparing and organising teacher's training
Type of business or sector	Ministry of Education, Azerbaijan Education
Dates	February 2013- September 2013
Occupation and positions held	Project Manager
Main activities and responsibilities	Training on Using Student Assessment Results and Monitoring Studies for Management Decisions,
Name and address of employer	Preparing training materials and organizing trainings of trainers
Type of business or sector	Ministry of Education, Azerbaijan Education