

Rima Mammadova

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Education

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN

PhD candidate

PhD program/ 2013 – 2016

Theme: Improvement of Human Resource Management in Private Higher Education Institutions

Minor: English

MINHO UNIVERSITY, BRAGA, PORTUGAL

PhD program/ September, 2013- July, 2014

Erasmus Mundus Scholarship

Minor: English

AZERBAIJAN STATE ECONOMIC UNIVERSITY, BAKU, AZERBAIJAN

MBA, Master's degree/ September, 2008 - July, 2010

Business Administration

Minor: English

AZERBAIJAN UNIVERSITY OF LANGUAGES, BAKU, AZERBAIJAN

Bachelor's degree/ September, 2003 - June, 2007

Philology (English)

Minor: English and Azerbaijan

Professional Experience

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN

Project Coordinator/ full time

September 2014-present

Managing two projects: “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan” Tempus project (September, 2014-May, 2017) and “Advocacy Establishment for Students through Ombudsman Position (AESOP)” Erasmus + project (author of idea and coauthor of the project/ September, 2016 – October, 2019).

Duties:

- Writing projects for the grants
- Managing and leading the projects,
- Recruiting projects staff and consultants,
- Preparing surveys and questionnaires for the projects,
- Monitoring and evaluating projects progress and performance,
- Writing news and posting it on projects website,
- Providing status reports to the project sponsor and partners,
- Managing project activities within the defined activities and timeframe,
- Organizing events, workshops and conferences
- Conducting trainings, workshops and seminars.

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN**Coordinator of the “Center for Students with Disabilities”/ full time****June, 2015 – present****Duties:**

- Managing and leading the Center,
- Recruiting volunteers and consultants,
- Monitoring and assessing the Center’s progress and performance,
- Providing information to prospective students and their parents regarding services, documentation guidelines, and accommodation processes and procedures,
- Providing status reports to the University,
- Organizing and conducting trainings, workshops and seminars.

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN**Assistant to the Chairman of the Board of Directors and Trustees/ full time****September, 2011 – September, 2013****Duties:**

- Managing and maintaining the Director’s calendar and schedule,
- Preparing meetings and meeting materials chaired by the Director,
- Writing news about Director’s meetings and interviews and posting them on University’s website,
- Managing and maintaining the Director’s document libraries and archives,
- Overseeing the recruitment of new staff, including posting new vacancies to appropriate Internet sources,
- Coordinating arrangements for the Director’s guests.

KHAZAR UNIVERSITY, BAKU, AZERBAIJAN**English Language Instructor/ part time**

September, 2012- June, 2013

Duties:

- To teach students English Language,
- To improve students' speaking, writing, listening and reading skills.

“IJSKONSULT” (FORMER NAME “INTERJURSERVICE”) LLC

Office manager/ full time

December, 2008 – September, 2011

Duties:

- Using a range of office software, including email, spreadsheets and databases,
- Translating notes, documents, different kind of contracts and letters,
- Maintaining all company documents' records by designing a filing and retrieval system; keeping past and current records,
- Overseeing the recruitment of new staff, including posting new vacancies to appropriate Internet sources,
- Organizing the office layout and maintaining supplies of stationery and equipment,
- Making credit reports for foreign organizations,
- Coordinating arrangements for the Company's guests,

“BAKU ENERGY ASSEMBLING” OPEN JOINT STOCK COMPANY

Secretary-referent/ full time

November, 2007 – November, 2008

Duties:

- Managing correspondence and communications by telephone, fax and e-mail,
- Coordinating arrangements with clients and guests and providing information about the company and its products and services to them,
- Processing letters, reports, papers, and organizing client information and file documents,
- Preparing documents and tabulating accurate and up-to-date statistics for the director using Excel.

Other work experience and activities

INTERNATIONAL MULTICULTURAL NETWORK

International Relations Manager/ volunteer

October 2016 – present

Duties:

- Supporting the Head and Founder of the Network in all dimensions of partnership activity,
- Liaising with partner organizations in different countries, identifying and building opportunities for partnership activity,
- Monitoring, reviewing and developing the performance and value of international partnerships.

ASSOCIATION OF FORMER UNITED NATIONS INTERNS (AFUNI) AZERBAIJAN

Membership Coordinator/ volunteer

August, 2011 – August, 2013

Duties:

- Doing membership administration and enhancing the communication between the members and the board,
- Being responsible for the membership database, distribution of information to the members, accepting new members, organizing special activities to retain and motivate members.

Integration of Orphans into their Community sponsored by National Democratic Institute

Project author and manager

November – December, 2012

Duties:

- Managing and leading the project team,
- Recruiting project staff and consultants,
- Monitoring project progress and performance,
- Providing status reports to the project sponsor,
- Managing project training within the defined budget.

Publications

1. Rima Mammadova. A Textbook Introducing Important Issues. 2013. Khazar View. №317: p. 51.
2. Rima Mammadova. A case study (Misuse of organizational resources) on Ethical Dilemma. 2015. Journal of Scientific Works: series of “Social sciences”. №6 (71): p. 212-217.
3. Rima Mammadova. Review of scientific views on Training and Development. 2015. Journal of Labour and Social Problems: collection of scientific works. №2 (16): p. 115-122.
4. Rima Mammadova. A critical review on downsizing based on the movie “Up in the air” (2009). 2015. Journal of Qafqaz University: Economics and Administration. №2 (3): p. 188-198.
5. Stakeholder Analysis and Needs Assessment Report. Baku. 2015.
<http://esfidip.khazar.org/uploads/document/Needs%20assessment%20report.PDF>
6. Rima Məmmədova. Miqrasiya və Təhsil. 2017. Azərbaycanca Miqrasiya siyasəti: Nailiyyətlər və inkişaf perspektivləri/ elmi-praktik konfransın materialları. Xəzər Universiteti Nəşriyyatı. səh. 66-70.

Conferences and Trainings

1. **Advocacy Establishment for Students through Ombudsman Position (AESOP) Erasmus + project/ Study visit/ Braga/ Portugal/ 22-26 May, 2017**
2. **Advocacy Establishment for Students through Ombudsman Position (AESOP) Erasmus + project/Study visit/ L'Aquila/ Italy/ 1-5 May, 2017**
3. **"The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan" Tempus project/ Working visit/ Thessaloniki/ Greece/ 23-27 April, 2017**
4. **Advocacy Establishment for Students through Ombudsman Position (AESOP) Erasmus + project/ Study visit/ Warsaw/ Poland/ 3-7 April, 2017**
5. **Erasmus+ European & International Credit Mobility/ Staff Training Week. Erasmus+: Careers and Cultures/Middlesex University/ London/UK/28 November-2 December, 2016**
6. **WoWoman: HR Academy/ HR Academy Forum: Excellence through people/ Baku/Azerbaijan/ 17 September, 2016**
7. **Kadir Has University/VI International Symposium/Istanbul/Turkey/22-26 June, 2016**
8. **The Capacity Building for Higher Education Project Representatives Meeting/ Brussels/ Belgium/ 27-28 January, 2016**
9. **"The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan" Tempus project/ Dissemination Conference/Ganja/Azerbaijan/15-16 January, 2016**
10. **"The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan" Tempus project/ ToT on "How to support students with disabilities"/ Sumgayit/ Azerbaijan/14-22 October, 2015**
11. **"The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan" Tempus project/ Working visit/ Lodz/ Poland/23-27 February, 2015**
12. **"The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan" Tempus project/ Working visit/ Graz/ Austria/ 15-19 February, 2015**
13. **American Councils for International Education Actr/Accels & Y-Peer Azerbaijan/ Theatre-based Training on HIV/AIDS and Reproductive Health/ Baku/ Azerbaijan/ 15-19 August 2012**
14. **Leadership, Power and Politics course/ Khazar University/ February-May, 2012**
15. **Alliance for Society Advancement/ Walking Through Peace and Diversity, Tbilisi/ Georgia / 7-13 April, 2012**
16. **Istanbul Metropolitan Municipality Youth Assembly/ International Youth Council 2011, Istanbul/Turkey/ 24-27 March 2011**
17. **Women's Association for Rational Development & Yuva Humanitarian Center/ ToT in Sexual and Reproductive Health and Rights/ Baku/ Azerbaijan/ 10-11 December, 2010**
18. **Generations for Peace (Hashemite Kingdom of Jordan)/ Generations for Peace Training Camps, Sochi/Russian Federation/Sochi, Russia/ 1-10 October 2010**
19. **UN Association of Georgia & AFUNI/ 4th Tbilisi Regional Model UN Conference, Tbilisi/Georgia/ September, 2009**

Recent Awards

Erasmus Mundus Scholarship, 2013-2014

Winner of the grant announced by Civic Activist Network sponsored by National Democratic

Institute, June, 2012

Winner of the call for proposals for the Erasmus+ Programme 2015 (Capacity Building in the Field of Higher Education)

Language (s)

Azerbaijan (advanced)

English (advanced)

Russian (advanced)

Turkish (intermediate)

German (basic)

Computer Skills

Software: MS Office (Word, Access, Excel, PowerPoint), MS Outlook, Internet Explorer

Other Skills

- Good communication skills
 - Creative Team Leadership
 - Teamwork skills
 - Time management
 - Development of Training Materials
 - People management
 - Web & Print Content Development
 - Project writing
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