



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Lyudmila Sotova**
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Work experience

Dates May 2012 - present
Occupation or position held Director, Quality Assurance Center
Main activities and responsibilities
Name and address of employer Khazar University
Types of business or sector

Dates January 2009 – May 2012
Occupation or position held Deputy Director, Library Information Center
Main activities and responsibilities
Name and address of employer Khazar University
Types of business or sector

Dates April 2005- December 2009
Occupation or position held Head of the Electronic Information Services Department
Main activities and responsibilities
Name and address of employer Khazar University
Type of business or sector Education

Dates April 2001-2005
Occupation or position held Senior librarian
Main Activities and responsibilities
Name and Address of employer Khazar University
Type of business or sector Education

Education and training

Dates 2013 – present
Title of qualification awarded PhD candidate
Principal subjects/occupational skills covered The system analysis, management and information processing
Name and type of organisation providing education and training Khazar University, School of Engineering and Applied Science

Dates November 2013
Title of qualification awarded Certificate
Principal subjects/occupational skills covered Training on Software for on-line management of identified information and data for quality assurance of study programmes in Partner Countries, Rome, Italy

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|----------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Name and type of organisation providing education and training | The Conference of Italian University Rectors |
| Dates | June 2013 |
| Title of qualification awarded | Certificate |
| Principal subjects/occupational skills covered | Training on using Student assessment Results and Monitoring Studies for Management Decisions |
| Name and type of organisation providing education and training | CİTO-Turkey and Khazar University |
| Dates | February – September 2012 |
| Title of qualification awarded | Associate Certificate |
| Principal subjects/occupational skills covered | Project Management |
| Name and type of organisation providing education and training | The George Washington University, School of Business |
| Dates | September 2011 – April 2012 |
| Title of qualification awarded | Certificate |
| Principal subjects/occupational skill covered | E-learning |
| Name and type of organisation providing education and training | GIZ, Germany |
| Dates | March - April 2009 |
| Title of qualification awarded | Certificate |
| Principal subjects/occupational skill covered | Professional Development |
| Name and type of organisation providing education and training | ATEI of Thessaloniki, Greece |
| Dates | 1989 –1993 |
| Title of qualification awarded | Master of Library and Information Science |
| Principal subjects/occupational skill covered | Library and Information Science |
| Name and type of organisation providing education and training | Kiev National University of Culture and Arts Kiev, Ukraine |

Personal skills and competences

Mother tongue(s) **Russian**

Other language(s)

Self-assessment

European level ()*

English

Azerbaijani

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

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

Social skills and competences Professional in manner and appearance, very strong interpersonal skills.

Organisational skills and competences

Focus oriented: Enthusiastic team player with a drive to excel, goal oriented, high achiever, flexible with leadership capabilities. Highly motivated to learn more and advance.

Computer skills and competences

Competent with all Microsoft Office programmes.

Driving licence

Driving Licence Category B

Additional information

Professor Mahammad Nuriyev, Vice Rector for Academic Affairs, Khazar University
mnouriev@khzar.org