

AYGUN MAMMADOVA (C.V)

Azerbaijan

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E-Mail : aygun.jose@khazar.org

Languages known: English, Azerbaijani & Russian.

SUMMARY

Experienced in instructing and coordinating communication and leadership related courses both at undergraduate and graduate levels. Thoroughly enjoy working with students of various ages and cultural background. Committed to creating a classroom atmosphere and extracurricular activities that are stimulating and encouraging to students.

EDUCATION

2022-2024	MA in Education and Human Development (with focus on leadership and change management, human capital development, and policy analysis and development) MA in Education Management (with focus on research methods, governance and management of higher education management, instructional design, entrepreneurship in education) Dual Degree Program with the George Washington University and the Azerbaijan State Pedagogical University
2002 - 2006	MSA in International Development (with focus on Mass Communication, Organization and Project Management), Andrews University
1995 - 2000	BA in Linguistics, Azerbaijan Languages University

ADDITIONAL TRAININGS

November 2021	Blackboard International - Excellence in Digital Teaching and Learning	Online
January – June 2021	Building and Enhancing Research Capacity in Azerbaijan	Baku, Azerbaijan
May-June 2021	DTLS Accredited Practitioner and Associate Facilitator (digital teaching and learning) – Blackboard Academy	Online
August 2019 – August 2020	Soft Skills Certificate in Business Communication, Visual Presentation, Storytelling in the Workplace, Critical Thinking and Problem Solving, Teamwork and Collaboration, Public Speaking – Rochester Institute of Technology	Online
January 2018 – January 2019	Blackboard International – Fundamentals of Digital Teaching and Learning	Baku, Azerbaijan
October 2015	TKT 1 (Band 4)	Baku, Azerbaijan
July 2015	English for Doing Business in Asia - Writing	online
June 2015	Training of Teachers (The British Council)	Baku, Azerbaijan
July 2014	Communicative Assessment (The British Council)	Online
January 2013	Azerbaijani 21 st Century English Teacher Mid-winter Seminar - Khazar University	Baku, Azerbaijan

April-June 2008	TEFL English Teaching Diploma (General English, Business English, English for Young Learners)	Online
June 27-30 2004	Project Management Workshop	Kiev, Ukraine
2001 - 2002	Attended GAAP Standard Accounting Course	Baku, Azerbaijan

WORK HISTORY

ADA University

Public Speaking and Leadership Program Coordinator

Baku, Azerbaijan

September 2018 - present

Coordinating undergraduate program within General Education. Ensuring the quality and improvement in the program through curriculum and instructional design, mentoring newly hired instructors and arrangement of program related activities.

Khazar University (School of Economics and Management)

Strategic Business Communications, Organizational Behavior,

Baku, Azerbaijan

September 2024 – present

and Leadership Instructor

Lecturing and training MBA students on skills such as personal and organizational leadership, team work, collaborating in the modern world of diversity, business correspondence, oral presentation, writing employment messages and interviewing for job along with motivating employees and setting collaborative environment.

Azad Mirzajanzade Development Program

Trainer and Mentor

Baku, Azerbaijan

January 2024 - present

Proving trainings on Emotional Intelligence and Communication Skills

Mentoring program participants on personal leadership growth and project designing

Vytautas Magnus University

Instructor-participant of Erasmus + Faculty Mobility Program

Kaunas, Lithuania

May, 2022

Lecturing to graduate students of Organizational Psychology Program on public speaking in digital age and leadership in teamwork.

ADA University

Leadership, Teamwork and Communications Instructor

Baku, Azerbaijan

September 2018 - present

Teaching foundational understanding of how leadership, ethics and communication are intricately connected and reflecting on skills and attitudes in relation to these three areas and applying them to activities that benefit the community and society.

ADA University

Public Speaking and Persuasion Instructor

Baku, Azerbaijan

September 2017 – present

Teaching public speaking course that is aimed at developing necessary practical skills of students in preparing and delivering various types of speeches.

ADA University

Business Writing and Communications

Baku, Azerbaijan

January 2019 – June 2019

Teaching Business Communications course to introduce the major theories and topics of business communication and the importance of building these critical skills along with adopting messages to specific audiences; planning, writing, and revising communications; creating good will and rapport with your audience, designing presentations that motivate, inspire, and instruct.

ADA University*Writing and Information Literacy Instructor*

Teaching writing courses with focus on writing skills in academic context including essay writing, research skills, information literacy and critical thinking.

Baku, Azerbaijan**September 2015 – July 2018****Khazar University (School of Economics and Management)***Business Communications Instructor*

Lecturing and training on business communication skills such as team work, collaborating in the modern world of diversity, business correspondence, oral presentation, writing employment messages and interviewing for job.

Baku, Azerbaijan**Jan 2015 – August 2016****Khazar University***English Language Instructor*

Proving foundation ESL courses along with academic English and English for Special Purposes (Business), developing syllabi, preparing exam papers, grading students language acquisition, assisting students in their in-class and extracurricular projects.

Baku, Azerbaijan**Sept 2008 – June 2015****Baki Sigorta***In-company English Language Tutor*

Providing general and business English skills for a group of 4 employees.

Baku, Azerbaijan**Jan 2015 - present****Caspian Energy***English Magazine Editor*

Proof-read Oil & Energy and business related articles translated from Russian and Azerbaijani into English

Baku, Azerbaijan**Oct 2005 – Oct 2008****ADRA Azerbaijan***Office Manager*

Managed entire office affairs along with secretarial duties, oral and written translation, supervised Guest Apartment Coordinator including other office personnel and held staff meetings.

Baku, Azerbaijan**Sept 2001 – Jan 2007****ADRA Azerbaijan***Bilingual Secretary*

Conducted secretarial work, oral and written translation, liaison with guests and visitors

Baku, Azerbaijan**June 2000- Sept 2001****Media Press Agency***Translator*

Translated daily press bulletins from Russian into English.

Baku, Azerbaijan**Nov. 1998 - June 1999****ADRA Azerbaijan***Bilingual Secretary and Translator*

Responsible for secretarial work, oral and written translation, liaison with guests and visitors

Naxcivan, Azerbaijan**Sept 1996 – Aug 1997**

VOLUNTEER ACTIVITIES

- Provided personal development trainings for volunteers at ASAN Xidmet and RiiB Union
- Provided drama (elementary students) and speech classes (high school students)
- Assisted in library at Caspian Associated (learning center for expat children)
- Arranged and managed a language course for elementary and secondary school students (2001 – 2004) as a not-for-profit activity.

SKILLS & GENERAL INTERESTS

Reading biographies, historical books, and professional literature related to personal and professional development, adult learning, intercultural, interpersonal and leadership topics, and spiritual and inspirational writings.

REFERENCES

Available upon request