

# Gulandam Gurbatova

Baku, Azerbaijan | ggurbatova@khazar.org

## Professional Summary

Education specialist with experience in academic administration, program coordination, scientific research, and teaching. Strong background in supporting university operations, enhancing academic processes, and facilitating effective communication among faculty, students, and administration. Recognized for organizational skills, analytical thinking, and adaptability in dynamic educational settings.

## Education

### **M.A., Education Management (Dual Degree Program)**

George Washington University (USA) & Azerbaijan State Pedagogical University  
2024 – Present

### **B.S., Physics Teacher Education**

Baku State University, SABAH Groups  
2017 – 2021

## Professional Experience

### **Coordinator, School of Science and Engineering**

Khazar University, Baku, Azerbaijan | Oct 2025 – Present

- Coordinate academic and administrative operations within the dean's office.
- Facilitate communication among departments, faculty members, and students.
- Support policy implementation and academic planning processes.
- Ensure efficient workflow and timely execution of administrative tasks.

### **Dean's Assistant, School of Science and Engineering**

Khazar University, Baku, Azerbaijan | Feb 2023 – Sep 2025

- Provided high-level administrative support to the Dean's office.
- Managed internal and external communication channels.
- Prepared reports, drafts, and official correspondence.
- Handled academic-affairs-related administrative processes.

### **Senior Laboratory Assistant**

ANAS Shamakhi Astrophysical Observatory | Jul 2021 – Jan 2023

- Conducted research on planetary and asteroid atmospheres.
- Analyzed comet origins and satellite orbital motion.

- Prepared scientific publications and research documentation.
- Organized and facilitated scientific seminars.

### **Physics Teacher (Intern)**

Elite Gymnasium named after Ilyas Efendiyev | 2020 – 2021

- Designed instructional materials and conducted physics lessons.
- Utilized interactive teaching methods to enhance student engagement.
- Assessed student performance and provided feedback.
- Maintained classroom safety and discipline.

### **Skills**

- Educational Management
- Academic Coordination
- Leadership & Decision-Making
- Professional Communication
- Research & Data Analysis
- Problem-Solving
- Classroom Management

### **Languages**

Azerbaijani — Native

English — B2

Turkish — C1

### **Digital Competencies**

- MS Word
- MS Excel
- MS PowerPoint
- SPSS
- Outlook
- LinkedIn

### **Conferences & Training**

- Creative Spark International Conference (2022)
- Family Relationships & Communication (2020)
- Teacher–Child Relationship in Distance Education (2020)

- Subconscious & Perception Psychology (2020)
- Play Therapy for Children 0–6 (2020)
- Self-Confidence Training (2020)
- Məqsədnamə Project (2020)
- Viruses in our Brains Training (2020)
- Endless Effort Forum 2 (2020)
- 100-Year-Old Republic Conference (2019)