



Faina Gachabayova

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Home: Arif Heydarov str., 22 Ap. 106/33, AZ1033 Baku (Azerbaijan)

WORK EXPERIENCE

Adjunct teacher on the "Education Economics and Planning" and "Classroom Management" courses

Khazar University [09/2023 – Current]

City: Baku

Country: Azerbaijan

Research consultant (service contract)

Leiden University [09/2023 – Current]

City: Hague

Country: Netherlands

Identifying ways of sampling respondents and conducting the sampling of 300 individuals for the survey directly or indirectly, and providing the client with the following deliverables:

- description of sampling methods;
- the list of names of sampled individuals with contact information;
- the list of organizations approached during sampling, with contact information.

Head of the Project Management Department

Roof Academic Training LLC [08/2023 – Current]

City: Baku

Country: Azerbaijan

- developing and implementing project strategies aligned with educational goals
- allocating human and other resources across project
- leading and developing a skilled project team
- maintaining regular communication with key stakeholders
- maintaining project documentation and reporting

Local Expert of Goethe-Institut Filiale Georgien (service contract)

Assessor of grant application in the framework of EU funded EU4Culture project [10/2021 – Current]

City: Baku

Country: Azerbaijan

- assessment of concept notes and evaluation of full applications
- evaluation of Cultural Development Strategies
- preparation of activity reports

Head of the Quality Assurance Department

Azerbaijan Tourism and Management University [09/2021 – 07/2023]

Address: Koroghlu Rahimov str. 822/23, AZ1072 Baku (Azerbaijan)

- conducting regular internal audits

- accreditation and institutional and program evaluation
- quality control in teaching and assessment
- curriculum development
- faculty development
- student support and feedback mechanisms
- quality assurance policy development
- leading continuous improvement initiatives

Consultant on Quality Assurance (service contract)

Medical College №1 [04/2021 – 06/2021]

City: Baku

Country: Azerbaijan

- assessing and reviewing the existing quality assurance framework, identifying areas for improvement
- ensuring the compliance with relevant accreditation standards and governmental regulations
- recommending quality assurance policies, procedures, and guidelines for promoting a culture of continuous improvement
- providing training to QA team on quality improvement measures and tools
- suggesting systems to gather feedback from students
- preparing a final report summarizing the quality assurance recommendations

Adjunct teacher on the "Intercultural Competence" course

IMC Krems University of Applied Sciences in the scope of AATP Double degree diploma program [09/2017 – Current]

City: Baku

Country: Azerbaijan

Head of the Scientific Innovations Unit

Azerbaijan Tourism and Management University [11/2019 – 09/2021]

City: Baku

Country: Azerbaijan

- coordinating capacity building projects within the framework of Erasmus+ CBHE
- allocating resources, including personnel, funding, and equipment
- identifying potential risks and challenges associated with projects and implementing proactive measures to mitigate these risks
- preparing and presenting comprehensive reports on the progress, achievements
- throughout the projects facilitating the transfer of successful capacity building innovations

Specialist at the International Office

Azerbaijan Tourism and Management University [09/2015 – 11/2019]

City: Baku

Country: Azerbaijan

- administering and coordinating international student and staff exchange programs
- assisting international students and scholars with visa applications, work permits, and other immigration-related processes
- collaborating with the admissions team to attract and recruit prospective international students
- organizing orientation programs for incoming international students
- establishing and maintaining relationships with partner universities and international organizations
- assisting in planning and organizing international events, such as cultural festivals, guest lectures, and international fairs on campus
- maintaining accurate records and databases related to international students, exchange programs, and partnerships, ensuring data security and confidentiality

EDUCATION AND TRAINING

Master of Arts in Education and Human Development

George Washington University [2021 – 2023]

City: Washington DC

Country: United States

Website: <https://www.gwu.edu/>

Master of Arts in Education Management

Azerbaijan State Pedagogical University [2021 – 2023]

City: Baku

Country: Azerbaijan

Bachelor of Arts in Tourism and Leisure Management

IMC KREMS University of Applied Sciences [2011 – 2014]

City: Krems

Country: Austria

Website: <https://www.fh-krems.ac.at/en/>

Bachelor of Arts in Tourism and Hotel Business

Azerbaijan Tourism and Management University [2010 – 2014]

City: Baku

Country: Azerbaijan

Website: <https://atmu.edu.az/>

LANGUAGE SKILLS

Mother tongue(s): **Azerbaijani**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Russian

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Data Visualization Tableau (Good Standing) / QPR / Fidelio Hotel Software / R studio / Stata (Software for Statistics and Data Science)

NETWORKS AND MEMBERSHIPS

Expert reviewer

[European Council for Business Education (ECBE), 05/2023 – Current]

Certified accreditation expert

[Education Quality Assurance Agency (TKTA), Azerbaijan , 05/2023 – Current]

Certified ISO 9001:2015 QMS audit expert

[Veritas Inc. Credential ID: J1ATMUQMS(1A)03, 06/2019]

DRIVING LICENCE

Driving Licence: B

CONFERENCES AND SEMINARS

One week seminar on "Cultural Strategies in Educational and Business Strategies" / Erasmus+ CBHE Project "Pilot Courses in Practice Enterprise to implement the University-Enterprise Cooperation for the development of Caspian Area, PICASP"

[University of Warsaw, Poland, 16/04/2023 – 22/04/2023]

Study visit to the University of Greenwich within the framework of the Creative Spark project funded by the British Council

[University of Greenwich, London, UK, 11/2022 – 12/2023]

Study visit to the universities in Warsaw in Krakow / Erasmus+ CBHE Project "Establishment of Rectors' Conference in Azerbaijan, ECAR"

[Warsaw and Krakow, Poland, 06/2022]

Erasmus+ teaching mobility for delivering the course of "Intercultural Competence"

[Anadolu University (Eskishehir, Turkey), 05/2022]

International conference and workshop "Expanding International Education Through Regional Knowledge Exchange"

[U.S. Embassy in Tbilisi, Georgia, 01/2022]

Training on "External Evaluation and the Role of Experts' Commission in Higher Education"

[University of Alicante, Spain (online), 04/2021]

Round table discussions on "Issues of Innovative Quality Assurance of Specialist Training in Higher Education"

[Organized by Middlesex University (UK) and hosted at Sumgayit State University, 11/2020]

Foundation course on "Capacity Building in Project Management in Higher Education Institutions"

[Azerbaijan Project Management Association (AzPMA) and British Petroleum (BP) , 09/2020]

Online training on "Organization and methodological support of teaching in distance education"

[Azerbaijan State Economic University, UNEC, 09/2020]

Training devoted to Quality Management in Education in the scope of Erasmus+ CBHE project "Establishing and Development of Quality Assurance Centers at Azerbaijan Universities – EQAC"

[SMK University of Applied Sciences (Vilnius, Lithuania), 09/2019]

Training Week for IMC Transnational Partners

[IMC Krems University of Applied Sciences (Krems, Austria), 09/2019]

Training on "Developing Training Methodology and Assessment System of ATMU under UNWTO, TedQual Certification process"

[UNDP, Azerbaijan Tourism and Management University, 06/2019]

Project Proposal Development Training under the "Support to Local and Regional Development in Ganja-Gazakh Economic Region"

[GIZ, EU, Deutsche Zusammenarbeit, Ministry of Economics of the Republic of Azerbaijan, 05/2019]

4th MOBILAZE Workshop on Data Analyses and Data Visualization by International Center for Migration Policy Development

[International Centre for Migration Policy Development (ICMPD), 12/2018]

Coach in the Project «Successful Woman – Successful Future»

[Coca-Cola, ASAN Services, Azerbaijan Tourism and Management University (Gabala, Ganja, and Masalli), 07/2018 – 08/2018]

International Symposium «Tourism Potential of the Great Silk Road in the CIS Area»

[Peoples' Friendship University of Russia (Moscow, Russian Federation), 10/2017]

PATA 66th Annual General Meeting

[Pacific Asia Travel Association (Negombo, Sri-Lanka) , 05/2017]

Corporate Consultancy Training within the "Capacity Building of the ATMU" Project at the Azerbaijan Tourism and Management University

[UNDP & Ministry of Culture and Tourism of the Republic of Azerbaijan, 12/2016]

PROJECTS

Coordinator of the Erasmus+ CBHE Project "Pilot Courses in Practice Enterprise to implement the University-Enterprise Cooperation for the development of Caspian Area, PICASP" on behalf of the Azerbaijan Tourism and Management University

[01/2021 – Current]

Link: <https://www.picasp-project.eu/>

Deputy head of Strategic Committee in the Erasmus+ CBHE Project "Establishment of Rectors Conference in Azerbaijan, ECAR" on behalf of the Azerbaijan Tourism and Management University

[01/2023 – Current]

Link: <http://ecar.net.az/>

Coordinator of the Erasmus+ CBHE Project "Establishment and Development of Quality Assurance Centers in Azerbaijan Universities, EQAC"

[11/2019 – 12/2022]

Link: <https://eqac.az/>

Coordinator of the Creative Spark: Higher Education Enterprise Programme on behalf of the Azerbaijan Tourism and Management University (funded by British Council)

[01/2021 – 09/2021]

Link: <https://www.britishcouncil.org/education/he-science/creative-spark>

HONOURS AND AWARDS

IPMA certified Project Management Associate (Level D)

International Project Management Association [10/2022]
