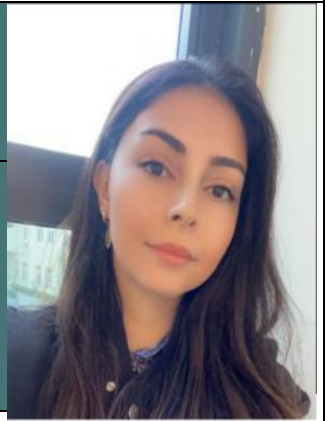


LAMIYA HAJIYEVA

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PROFILE

- Relationship Building
- Resource Planning
- Scheduling
- Requirements gathering
- Process Improvements
- Confident decision maker
- Conflict Resolution
- Attention to Detail and Accuracy
- Multi-tasking
- Analytical & Detail orientated
- Flexibility & Adaptability

KEY SKILLS

- Requirements for appraisal activities
- Student achievement assessment and existing problems in the field
- Responsibilities of student achievement assessment
- Basic types of assessment
- The main features of the assessment of student achievement
- Necessary reasons for creating the concept
- Development of assessment standards and assessment tools
- Monitoring system of student achievements and progress

EDUCATION

- ✓ PhD (student), General pedagogy: The history of education and pedagogy. Ganja State University 2024- up to date
- ✓ Master's degree in Evaluation and monitoring in education, Azerbaijan State Pedagogical University 2015-2017
- ✓ Bachelor's Degree - Teacher in mathematics and information, Khazar University 2011-2015

CAREER OVERVIEW**Khazar University****2013-2017****Assistant of Dean**

- ✓ Oversees, directs, and assists in the registration of students in the Student Database
- ✓ Assists Dean in scheduling students and creating schedule
- ✓ Assists in the development, implementation, and evaluation of intervention programs that address the needs of students.
- ✓ Performs a variety of administrative duties to assist the Principal and Dean in managing the faculty
- ✓ Provides leadership for attendance improvement efforts
- ✓ Work with appropriate University officials to facilitate satisfactory solutions to issues and problems that fall within the responsibilities of the Dean of Students Office.
- ✓ Serves as a member of University committees related to student welfare, enrollment management, academic affairs, and other aspects related to student status.
- ✓ Participates as a resource in the decisions and enforcement of academic probation/dismissal regulations as well as extension of academic deadlines on unfinished course work and the rescheduling of final exams.
- ✓ Supervise the work assignments and work schedules of administrative support staff to most effectively meet department needs; assists in hiring, training and evaluating administrative support staff.
- ✓ Takes on other duties and responsibilities as assigned

LANGUAGE SKILLS

- Azerbaijani – Native
- Russian – Good
- English – Good (TOEFL)

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Outlook, Power Point)