

PERSONAL INFORMATION

Sabina Sharifova



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Date of birth 08/01/1996 | Nationality Azerbaijani

POSITION APPLIED FOR

WORK EXPERIENCE/
INTERNSHIPS/
VOLUNTEERING**Project Manager
(February 2021 - present)****Genius Group International**

- Helping the Project Manager to manage translation projects
- Communicate with international clients regarding project status, queries from translators, and other issues
- Assisting in recruitment and assessment of freelance translators / updating the translator database
- In-house translation quality control (figures and layout)
- In-house translation, proofreading, editing
- Contacting to potential international and local clients and introducing translation services of the company

**Accreditation officer
(June 2019-July 2019)****UNESCO's 43rd session of the World Heritage Committee organized by AdZone**

- Perform registration and clerical services for the event participants
- Obtain data from the participants to facilitate future event organizations
- Maintain personal records of participants in an organized manner
- Answer and respond to participants' inquiries regarding the event
- Instruct participants on event agenda
- Ensure participants' on-time and easy access to the Congress building
- Navigate smoothly the participants in the Congress center halls
- Execute extra tasks assigned

**The officer at the Division of Graduate Studies and Research
(September 2018 - December 2018)****Khazar University**

- Catalogue all the existing graduate students (Masters and PhDs)
- Assure the formal procedures are facilitated for every student
- In collaboration with professors prepare examinations for the new student admissions
- Participate in meetings to assign supervisors to students and confirm their dissertation topics
- Liaise between students and supervisors, assign defence dates

- Prepare and post advertisements regarding the new admission
- Participate in meetings and act as a signator
- Liaise with the international office regarding the registration procedure for foreign students
- Facilitate nostrification of all the foreign MA and PhD students
- Assure successful new admission roll for the upcoming year

General English Teacher (February 2017 - June 2018)

LIB language courses

- Teach English to students aged 5-45
- Develop study programs for every individual according to needs
- Hold conversations at the weekends
- Test student weekly, track the progress
- Act as an invigilator for degree exams
- Report student growth of around 40 students
- Assure successful certification of students with a linguistic degree
- Motivate students to learn and study abroad
- Attract more students to join the courses

Protocol office assistant (June 2018 - May 2018)

The Embassy of the United State in Azerbaijan:

- Translate incoming and outgoing documents and correspondences
- Assist with Front Office events and meetings, flag news items for Front Office attention
- Research data and prepare independent projects relevant to Front Office needs
- Advise the Ambassador, and other Embassy staff as appropriate, on questions related to protocol and local practices, customs and etiquette
- Provide guidance and coordinate representational events, most notably receptions, lunches and dinners
- Assume total responsibility for guest lists, invitations, seating charts, representational vouchers, meeting/greeting guests
- Serve as liaison to Official Residence staff, coordinate their work: prepare T&A sheets, track annual and sick leave records, submit purchase orders for CMR and provide guidance and feedback
- Provide interpretation for the Ambassador in Azerbaijani, Russian and English
- Draft, translate and track correspondence for the Ambassador and DCM
- Translate complex articles, speeches, party manifestos and legislation from Azerbaijani to English
- Set up both official and unofficial appointments and meetings for the Ambassador, the DCM and VIP visitors with high-level officials of Azerbaijani Government and the diplomatic corps
- Maintain and update the Embassy-wide contact database, working with other sections
- Keep an accurate and updated log of all outgoing and incoming Diplomatic Notes Responsible
- Implement protocol duties for the preparation of July 4 guest list and distribution of the Ambassador's Holiday Season cards and gratuities
- Make appointments on behalf of Ambassador/DCM with high-level government representatives

Protocol office intern (October 2017 - May 2018)

The Embassy of the United State in Azerbaijan

- Make appointments with high-level government representatives
- Make reservations on behalf of the Ambassador and DCM
- Flag all important incoming calls and resident letter
- Provide written translations of letters written in Azerbaijani
- Draft a cover paper for all incoming invitations
- Arrange events held at Ambassador's or DCM's residences(create menus, name tags, guest lists, follow budget limits)
- Act as a liaison between other sections of the Embassy and the Front office
- Collaborate with RSO during events and guest visits
- Participate in the event as a Protocol office
- Provide interpretation for Ambassador, DCM, and VIP guests when needed
- Add contacts to the Embassy's contact list
- Track changes in the government structures and update the files
- Meet, greet and escort Ambassador's or DCM's guests

Translator/ Ring Brigade November 2014 - current

The Kennel Union of the Republic of Azerbaijan

- Help in the organization of the exhibitions
- Set up the rings before the event
- Provide in-ring assistance for the judge
- Transcribe the participants' description and mark the evaluation criteria
- Ensure that all materials have been provided in the ring
- Organize participants according to catalogue
- Ensure the protocol is followed during the exhibitions
- Interpret the international judges/participants
- Liaise with the judge on the different stages of the exhibition to facilitate the evaluation
- Assure the equipment and gifts for the next stages of the exhibition are prepared in due time
- Scan participants for the verification of identity

EDUCATION

2019-2020 - Birkbeck, University of London (London, the UK) - *Applied Linguistics and Communication*, **Master's degree**

2018-2019 - Khazar University (Baku, Azerbaijan) - *Linguistics*, **Master's degree**

2016 (August-December) - Grand Valley State University (Michigan, the USA) - *Teaching English*, **Bachelor's non-degree exchange**

2013-2018- Azerbaijan University of Languages (Baku, Azerbaijan) - *Teaching English*, **Bachelor's degree**

2006-2013 - secondary school #171 (Baku, Azerbaijan)

2003-2006 - secondary school #1229 (Baku, Azerbaijan)

PERSONAL SKILLS

Mother tongues Azerbaijani, Russian

Other languages

English IELTS 8.0	Listening	Reading	SPEAKING	WRITING
		C2	C2	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Personal skills

Excellent **communication** skills gained through my experience as a teacher where I dealt with students of various ages, backgrounds and needs. Improved **organizational** skills obtained while organizing high-level meetings and events such as 4th of July at the U.S. Embassy in Azerbaijan. Improved **written** and **verbal** translation skills polished over years in the Kennel Union exhibitions. Effective **analytical** skills received after work at the Division of Graduate Studies at Khazar University where I was responsible for the database of hundreds of students. High resistance to stress and pressure; enthusiastic team member and an independent leader.

Computer skills

Good command of Microsoft Office™ tools (Word, PowerPoint, Excel, Outlook), Adobe Photoshop, Sony Vegas, and free use of internet

ADDITIONAL INFORMATION

Publications

- Youth Declaration on the Future of the Eastern Partnership (Warsaw, 2019)
- Academic articles on linguistics - published in annual books of the Azerbaijan University of Languages (Baku, 2014-2017)
- A novel published in a private publishing house "Chap Evi" (Baku, 2017)

Awards/Honours/Scholarships

- **Chevening Scholarship by UK Foreign Commonwealth Office** —Chevening scholar in London, the UK (2019 - present)
- **EU Neighbourhood East** —Young European Ambassador, Azerbaijan (2018-present)
- **Global UGRAD Scholarship by the U.S. Department of State**- Alumna of the Grand Valley State University, USA (2016-2017)

Conferences/Summits

- Chevening Conference 2020 - Ideas for leaders: Panel Speaker (July 2020)
- New Generation Summit: Panel Speaker (March 2019)

Training

- The Neurolinguistics Summer School - 22.06.2020 - 24.06.2020, online, organized by the Higher School of Economics in Russia
- The Future of the Eastern Partnership Beyond 2020 - 23.06.2020 - online, organized by the EU
- The Threat of Disinformation - 23/24.04.2020 - online, organized by the EU
- Speech and Language Therapy - 06.03.2020 - Sarah Buckley Therapy Ltd., UK
- Regional Lab South Caucasus - 17/21.07.2019 - Friedrich-Ebert-Stiftung, Georgia
- Shaping the way we teach English - 01.07.2015-30.07.2015 - Azerbaijan