

# VALIDA SALAMOVA AKHUNDLU

Education Manager/Language Instructor

📞 994504452627 @ [validasalamova0120@gmail.com](mailto:validasalamova0120@gmail.com) [🌐 linkedin](#)



## EXPERIENCE

### University Lecturer

Khazar University 10/2025- Present Baku, Azerbaijan

- Teach General English courses to undergraduate students at various proficiency levels.
- Develop engaging lessons to improve reading, writing, listening, and speaking skills.
- Assess student progress through assignments, quizzes, and exams.
- Provide constructive feedback to support language development and confidence.
- Use modern technology (e.g., interactive platforms, digital tools) to create a positive learning environment.

### Student Learning Coordinator

International Business Communication 06/2024 - 06/2025

Budapest, Hungary

- Coordinated over 40 students' academic schedules, assessments, and progress records through Google Workspace and Excel, improving organizational efficiency.
- Enhanced student engagement and performance by designing individualized study plans and providing continuous academic support, using Google Classroom.
- Strengthened communication flow between learners, administration, and instructors through structured reporting and regular progress updates.
- Increased student retention and satisfaction through effective advising and motivational feedback strategies.

### Project Coordinator

Edunet Foundation PR-VET 02/2025 - 06/2025 Budapest, Hungary

- Coordinated Erasmus+ and vocational education projects involving five or more institutional partners, ensuring 100% on-time deliverables.
- Organized integration workshops and intercultural sessions that improved international student adaptation and engagement.
- Streamlined project reporting and documentation, reducing administrative delays and improving compliance accuracy.
- Strengthened cooperation between universities and NGOs by maintaining consistent communication and transparent progress tracking.
- Prepared reports, documentation, and presentations for stakeholders, ensuring transparency and adherence to EU requirements

### Head of English Department

CELT Colleges 10/2022 - 06/2023 Baku, Azerbaijan

- Advised over 200 students on study abroad opportunities, scholarships, and academic mobility pathways, boosting global participation
- Supervised academic affairs and performance tracking for over 200 students, leading to a 20% improvement in course completion rates.
- Developed and implemented student engagement initiatives (TED Talk Day, Talent Day) that increased participation and confidence.
- Advised students and parents on international study and scholarship opportunities, contributing to a 30% rise in outbound student mobility.
- Coordinated staff recruitment and training to align teaching standards with international education benchmarks.

### English / IELTS / TOEFL / High School Instructor

CELT Colleges 04/2021 - 10/2022 Baku, Azerbaijan

- Helped over 70 students achieve target IELTS/TOEFL scores for university admissions abroad.
- Monitored student attendance, progress, and conduct through digital systems, improving administrative transparency.
- Organized intercultural learning events that promoted student confidence and community involvement.
- Collaborated with parents and administrators to resolve academic challenges, resulting in improved student discipline and motivation.

## SUMMARY

Education manager with a Master's degree and over 4 years of experience in student services, academic coordination, and administrative support. Skilled in managing student records, admissions, academic events, exams, and official reporting. Holds IELTS and TOEFL (C1) and TEFL/TESOL teaching certification. Recognized for strong organization, problem-solving, and efficiently supporting students and faculty in multicultural academic environments.

## EDUCATION

### Master's of Education Science/Management

Eötvös Loránd University

09/2023 - 07/2025 Budapest, Hungary

### Bachelor's of Teaching English as a foreign language

Azerbaijan University of Languages

09/2017 - 06/2021 Baku, Azerbaijan

## LANGUAGES

Azerbaijani	C2
English	C2
Turkish	B2
German	A2
Russian	B1

## SKILLS

- Outlook, MS Office, MS Excel, MS Office, SAP, Google suite, Trello, Miro, Canva, Google Workspace
- Adaptability, Communication, Organizational skills, Attention to detail, Problem-solving, and Teamwork

## KEY ACHIEVEMENTS

- Workshop Coordinator and Trainer of "Manage Your Time, Master Your Life"—Azerbaijani House, Budapest (2024).
- Computer Programming course—Eötvös Loránd University (2024)
- Erasmus+ Youthpass, Germany – Makers Gonna Make (2024)
- Recipient of International and local Scholarships: Stipendium Hungaricum, Banach Poland, Azerbaijan State, and SABAH scholarships (2017-2023)
- Best Speaker, Debate Club – Student Youth Organization.
- IT Training for MS Office Suite – Azerbaijan Technical University