



## Personal details



Naz Budagova



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Khaver Valiyev Street, 33  
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## Skills

Organizational Skills

Communication Skills

Teaching Skills

Administrative Skills

Intercultural Competence

Teamwork &amp; Leadership

Problem-Solving

Digital Literacy

Time Management

## Languages

Azerbaijani



Turkish



German



English



## Education

### Master

Sep 2023 - Jun 2025

Baku Slavic University, Baku

I am currently pursuing a degree in German Language Methodology. As the group representative, I actively engage in academic and organizational tasks and am known for my strong communication and leadership skills. I am highly motivated, responsible, and eager to further develop my expertise in foreign language teaching methodologies. I successfully defended my final thesis with a score of 97 out of 100 and completed my degree with a cumulative GPA of 91.

### Bachelor

Sep 2019 - Jun 2023

Baku Slavic University, Baku

I graduated with a Bachelor's degree in German Language Teaching. Throughout my studies, I was actively involved in academic and student activities and served as the group representative. I successfully defended my final thesis with a score of 98 out of 100 and completed my degree with a cumulative GPA of 81.

## Employment

### Teaching Experience

- Provided private German language lessons to school students at home, focusing on grammar, vocabulary, and communication skills
- Taught German to nurses preparing to work in Germany, with a focus on job-specific language, communication in clinical settings, and integration-related vocabulary

### ÖSD Exam Coordinator

Dec 2024 - Present

Studienzentrum für deutsche Sprache und Kultur, Baku

- Actively organized and coordinated ÖSD (Austrian Language Diploma) exams in Azerbaijan
- Maintained regular written communication with the ÖSD central office in Austria
- Registered exam participants via the official ÖSD online portal
- Served as an exam supervisor, ensuring fair and efficient conduct of the exams
- Managed exam logistics and provided continuous support to candidates throughout the process

### Office manager

Sep 2023 - Oct 2024

Studienzentrum für deutsche Sprache und Kultur, Baku

- Participated in preparing candidates' CVs and uploading them to a permanent portal system as part of the employment process for Germany
- Managed email correspondence with German employers and partner organizations
- Organized and coordinated candidate groups preparing for employment opportunities in Germany
- Performed various administrative duties and supported daily office operations
- Provided supplementary German language lessons and individual support to course participants who were lagging behind their peers
- Provided visa support for summer school programs held in Germany and Austria
- Supervised and assisted students during their stay abroad as part of the summer courses

- Reading
- Traveling
- Learning about cultures

<b>Certificate of Scientific Publication- AEM</b> <b>Scientific Work International Journal</b> Awarded for the publication of a scientific thesis in the XVIII Collection of Theses on Scientific Sources. The work was assigned an international standard code ( DOI: 10.36719/2025/XVIII) and indexed in platforms including Google Scholar and Index Copernicus.	<b>Mar 2025</b>
<b>Certificate of Participation – International Symposium on Interdisciplinarity and Sustainability</b> Actively participated as a volunteer in the organization of the international symposium “Interdisziplinarität und Nachhaltigkeit” (Interdisciplinarity and Sustainability), hosted by the Institute of German Studies at Baku SlavicUniversity and DAAD Alumni Azerbaijan. Contributed to event coordination, guest support, and logistics.	<b>Oct 2024</b>
<b>German Language Course Certificate</b> Successfully completed an intensive German language course in Vienna, Austria, consisting of 15 weekly teaching hours. The course focused on grammar, listening, reading, and communication skills in accordance with CEFR (Common European Framework of Reference for Languages) standards.	<b>Aug 2024</b>
<b>Certificate of Participation - 2nd International Symposium on “German and Azerbaijani Literature in the Context of Emigration, Exile, and Repression”</b> Participated as a volunteer during the first international symposium focusing on literary and historical aspects of German and Azerbaijani literature. Supported organizational activities and coordination.	<b>Jun 2023</b>
<b>Certificate of Participation – Exam Supervision</b> Awarded for voluntary participation as an exam supervisor during the national Directors’ Recruitment Exam, organized in collaboration with the Ministry of Education of Azerbaijan.	