

AYNURA BABAYEVA

B-SWISS RESIDENCE WORK-PERMIT. Current location: Baku Azerbaijan. E : aynure.babayeva@gmail.com M : +99470 835 66 52 ; +4176 698 89 62



PROFESSIONAL SUMMARY

- Master of Arts in Political Science and Diplomacy; MAS in Peace and Conflict
- ICRC field work experience in Biological Sample Collection with Restoring Family Links Unit to clarify the faith of missing persons
- Experience working in the Line of Contact (LOC)
- Experience working on peacebuilding, conflict mediation, counter-terrorism, data protection regarding internally displaced people, missing persons, and refugees
- Experience in analysing quantitative and qualitative data using softwares such as SPSS, Tableau, Excel
- Good organizational skills and able to work autonomously and in teams in a multi-cultural environment
- Experience in drafting minutes, reports, writing articles for seasonal newsletters
- Experience in researching, organising, and synthesising information

SKILLS AND COMPETENCES

- Fluent in **Azerbaijani, English, and Turkish**; Intermediate **Russian and Spanish**
- Good IT skills; MS Office, Doodle, MailChimp, WebEx, ASANA, SharePoint, Prot6
- Trained for civilian protection during situations of violence, including armed conflict, and in other circumstances
- Public speaking see: [European Forum Alpbach | August 2017, Austria](#)

WORK HISTORY

NOVEMBER 2019-UP TO DAY

Part-time Lecturer at the University of Khazar www.khazar.org | Baku, Azerbaijan

- developing programmes of learning activities
- planning, preparing and researching lessons
- preparing teaching materials
- contact/teaching time with students on an individual or group basis
- checking and assessing students' work and giving feedback
- encouraging personal development via tutorial/pastoral work
- invigilating examinations
- attending staff meetings
- liaising with other professionals/employers

OCTOBER 2019-UP TODAY

Interpreter | Translator (Eng-Aze | Aze-Eng) | European Union-Twinning Project on Protecting Intellectual Property Rights www.copat.az | Baku, Azerbaijan

- Interpretation Services to the Member States experts involved in the Project during their working missions in Baku: assisting coaching sessions provided to selected national staff of the beneficiary institutions, facilitating the exchange of information and data between local and foreign officials;
- Providing consecutive interpretation during training sessions and seminars, in accordance with the Projects` working plan;
- Daily support for the translation, drafting and editing of project documentations (minutes of the Committees and official meetings, training materials, regulations, power-point presentations) from Azerbaijani to English and vice-versa;
- Assistance and linguistic assistance to the RTA;
- Assistance to RTA in relations with public offices relevant for the project and with all project stakeholders to contribute to development of the Twinning communication strategy;
- Administrative support to the RTA during the implementation of the Twinning Project or other assignments requested by RTA.

MAY 2019-OCTOBER 2019

Filed Officer | ICRC, Restoring Family Links www.icrc.org | Barda, Azerbaijan

- Actively participate in the Biological Reference Sample Collection Program (collecting buccal samples from the donors, completing relevant documentation, performing quality control, etc.)
- Perform data entry on specific software according to given procedures mainly independently
- Ensure follow-up and updates of specific files / databases
- Execute office works
- Provide regular oral and written feedback on problems encountered
- Work under close technical supervision from the team leader

OCTOBER 2017-DECEMBER 2018

Programme Assistant | Arigatou International-Ethics Education for Children Program www.arigatouinternational.org | Geneva, Switzerland

- Finalize comparative analysis of results of interviews of upcoming publication *Adaptation of Learning to Live Together*
- Update database collection information about the fundraising efforts and undertake research related to donor intelligence, national as well as private foundations and corporate donors
- Support Program Officer in the development of Concept notes, fundraising applications, and presentations and attend meetings and draft timely summaries for each meeting
- Prepare Ethics Education newsletter, under the supervision of the Communications Officer, to be issued every three months and assist the logistics preparations of conferences and events
- Worked collaboratively with the project manager and team to maximize productivity
- Collaborated with the whole project team, contributing to the entire project lifecycle
- Coordinated efforts within the team and with outside consultants efficiently
- Completed any necessary administrative tasks

DECEMBER 2015-JUNE 2016

Event Assistant volunteer | Basel Peace Office, Nuclear Abolishment and Disarmament | Basel, Switzerland

- Organised graduate student participation in diverse BPO projects -which inform and engage civil society in United Nations initiatives and processes for nuclear disarmament
- Organised cultural activities relating to peace and human rights
- Assisted with an international conference of BPO in Basel in summer for academics, parliamentarians, mayors, UN officials, students and civil society representatives

AUGUST 2012-OCTOBER 2013

Community Liaison Officer| Azerbaijani Community of Nagorno-Karabakh region| Baku, Azerbaijan

- Foster an environment that supports community involvement and ownership, and a sense of control over knowledge and information being imparted to them
- Provide community members with opportunities to express their concerns and raise issues to government representatives, visiting researcher, and experts in conflict resolutions
- Establish and maintained an effective relationship between the internally displaced community and the third parties to ensure their protection, rights, and well-being
- Step in as an interpreter when needed from Azeri to English and vice-versa

EDUCATION

2016

Master of Arts in Peace, Development, and International Conflict Transformation

University of Innsbruck| Innsbruck, Austria (Exchange student)

2015

Master of Advanced Studies in Peace and Conflict Transformation: University of Basel|

Basel, Switzerland

2012

Master of Arts in Political Science and Diplomacy| Vytauto Didžiojo University| Kaunas, Lithuania.

2010

B.A in International Relations and Law: Baku State University| Baku, Azerbaijan

FELLOWSHIPS

2014-State Fellowship Program for Azerbaijani youth to study abroad| Switzerland
2012-Erasmus Mundus Life Long Learning Placement Fellowship| Germany
2011-Research Fellowship at the University of Berlin| Germany

RELEVANT TRAININGS

2015-Austrian Red Cross-First Aid Training| Austria
2015-Austrian Armed Forces Field Training; Theoretical and Field Training| Austria
2015-Afro-Asiatisches Institute Salzburg, Austria
2015-Geneva Center for Security Policy – 16th Swiss Peacebuilding Training| Switzerland
2014-Analyzing Conflicts Revisited- From Theory to Practice| Switzerland
2014-Designing Peace Projects, KOFF Training Centre| Switzerland