



Firuza Ismayilova

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ABOUT ME

I'm a motivated and detail-oriented person with a background in international relations and hands-on experience in academic and administrative roles. I've worked closely with students, faculty, and university staff, which has helped me develop strong communication and organizational skills. I enjoy taking initiative, staying on top of tasks, and being part of a team that makes things run smoothly. I'm always open to learning something new and like contributing to projects that make a difference.

WORK EXPERIENCE

KHAZAR UNIVERSITY

ASSISTANT OF THE DEPARTMENT OF POLITICAL SCIENCE AND PHILOSOPHY – 01/04/2025 – CURRENT

- Support day-to-day communication between students, faculty members, and university administration
- Prepare detailed reports and write official news on departmental events and faculty publications
- Support the department with administrative tasks such as drafting professional emails and maintaining documentation
- Coordinate examination procedures in collaboration with the Dean's Office
- Assist in organizing and overseeing departmental events, including academic conferences and student activities

ACADEMSTAR TRAINING CENTER

STUDY ABROAD SPECIALIST – 25/11/2024 – 31/03/2025

- Research and identify universities and programs tailored to students' academic and career goals, ensuring the best fit for each applicant
- Manage application process, including meeting deadlines, monitoring progress, and resolving any issues that arise
- Provide consultations to potential students, offering guidance on study abroad opportunities and application requirements
- Draft professional correspondence with foreign universities to clarify additional conditions
- Address students' questions and concerns, delivering accurate and timely information to support their decision-making process

ACADEMSTAR TRAINING CENTER

STUDY ABROAD INTERN – 19/08/2024 – 25/11/2024

- Researching suitable universities and programs for students' academic background
- Managing the application process by tracking deadlines and preparing required documents
- Conducted initial consultations to provide students with basic information about studying abroad
- Gathering, systematizing, and sharing information about eligible programs with student

DOST AGENCY

VOLUNTEER – 27/03/2024 – 27/05/2024

- Giving citizens a queue according to their requests, directing them to the appropriate places
- Registration of upcoming applicants (about Labor and Employment) in SIMA program
- Writing applications for citizens according to their appeals and complaints

INTERNATIONAL AFFAIRS OFFICE OF KHAZAR UNIVERSITY

INTERN – 27/02/2024 – 31/05/2024

- Writing news about events and meetings
- Accompanying foreign teachers and staff members invited to the university
- Participation in the organization of events arranged by the office
- Registration of foreign students' data in the system

INTERNATIONAL RELATIONS DEPARTMENT OF "MIGRATION VOLUNTEER" PUBLIC UNION

INTERN – 27/09/2023 – 27/12/2023

- Researching venues and trainers for projects, trainings and events
- Establishing contact with suitable trainers and venues, obtaining agreement on participation in the project
- Participation as an organizer in the events carried out by the union

PUBLIC RELATIONS DEPARTMENT OF THE MINISTRY OF CULTURE

INTERN – 22/02/2023 – 25/05/2023

- First acquaintance with the real work environment
- Timely and accurate execution of assigned tasks

EDUCATION AND TRAINING

15/09/2023 – 13/07/2025

MASTER - INTERNATIONAL RELATIONS AND DIPLOMACY (TAUGHT IN ENGLISH) Khazar University/ GPA - 90,02 (Magna Cum Laude)

16/09/2019 – 24/06/2023

BACHELOR - INTERNATIONAL RELATIONS Baku State University/ GPA - 92,48

LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	C1	B2	B2	C1
RUSSIAN	B1	B1	B1	B1	B1
TURKISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office | Organizational and planning skills | Team-work oriented | Good listener and communicator | Written and Verbal skills | Social Media

CONFERENCES AND SEMINARS

30/05/2025 – 31/05/2025

Khazar University Forum 2025: Navigating Sovereignty in the Digital Age

- Assisted in preparing the conference program, proceedings, and certificates
- Monitored the overall progress of the event and coordinated logistics
- Informed participants about schedule updates and changes
- Drafted and published conference news and announcements

24/03/2025 – 28/03/2025

Diplomacy Camp 2025: Spring School in International Affairs and Diplomacy

- Participated in seminars and debates on various areas of politics
- Engaged in intellectual games fostering critical thinking and teamwork
- Took part in international relations-related simulations

18/02/2025 – 19/02/2025

Khazar Talks: "Geopolitics of Technology"

- Attend keynote lectures on artificial intelligence and geopolitics
- Take part in Q&A sessions and interactive discussions with experts

12/02/2024 – 16/02/2024

Researching Politics and International Relations: Introduction to Quantitative and Qualitative Methods

- Attend lectures on quantitative and qualitative research methods in politics and international relations
- Engage in daily exercises applying theoretical knowledge to real research cases
- Interact with local and international faculty members, doctoral, and master's students