

Gunay Mukhtarova

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ABOUT ME

Dynamic, result based project manager with skillful project support to executives. Extensive media and communication skills with all level of stakeholders. Adept at organizing community events, worked with multiple stakeholders to develop the strategic and marketing implementation. Talented to work in multicultural teams, having exceptional language skills in English, French, Azeri. Specialized in Corporate Social Responsibility and EU studies. Delivered lectures at BSU, subjects: **Sustainable & Local Economic Development.**



EDUCATION

GRADUATED AS

Alumni of "Sustainable Development Goals" -UN 53rd Graduate Study program, Geneva Switzerland (Climate Change WG)

UNIV. OF INFORMATION

- [Master in International Relations and Diplomacy with minor in international business, International University in Geneva, Switzerland](#)
- Bachelor in Regional Studies, Baku State University

WORK EXPERIENCE

2016 September Jan-2017 July

Senior Expert, Baku State University

International Programs Department

Provided assistance in international education programs such as Erasmus plus, DAAD; Renovated center of research and innovation; Established 3 new international partnerships for university; Organized series of research methods workshops over 60 senior staff of Innovation center; Assisted in the renewing 2 centers such as Korean Information Resource Center, American Studies Center; Developed 2 new
2015 Jan-2016 March

Project Manager, Geneva International Model United

Assisted in organizing of 6 international UN Days at United Nations Office in Geneva (UNOG); Organized 3 panel discussions in financing development; Published 4 articles about sustainable development goals, startups; Launched a new liaison with the UNICEF office for Sustainable Development Goals Campaign
2013 Feb-2013 July

Programs Assistant, European Parliament, Brussels,

Assisted to prepare Eastern and Mediterranean country profiles and background; Helped organizing of 35 trainings for parliamentarians from Middle East, Gulf countries and Central and South Caucasus. Successfully delivered research about Eastern Partnership "Eastern Partnership in 2020" to the unit
2011 Sep -2013 Feb

Protocol officer, EU Delegation Azerbaijan

Successfully assisted to organize large scale events such as European Global Village, European Film festival 2013; Managed press & outdoor large-scale marketing campaigns as well as online
2009 Sep-2011 Jun

Public relations/European Students` Forum, Baku

Conducted successfully interview for working groups; Represented organization at personnel-related hearings and investigations; Launched personnel forecast to project newcomers need



Related Skills

Sustainability	████████████████████
Public Relations	████████████████████
Change/Project Management	████████████████████

IT Skills

MS Power	████████████████████
MS Word	████████████████████
MS Excel	████████████████████

Languages

Azeri	████████████████████
English	████████████████████
Russian	████████████████████
French	████████████████████

Trainings

Environmental Management: ISO:14001, July 2017
Lean, Six Sigma management, April, 2017
Pro in Project Management, March 2017

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