

PERSONAL INFORMATION Aytan Mammadova

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 aytan\_t@yahoo.com

WORK EXPERIENCE

02/04/2019–09/03/2022 Senior Advisor

Ministry of Energy of the Republic of Azerbaijan, International Cooperation Department, Baku (Azerbaijan)

* Writing official letters
* Translating documents
* Preparing reports and information briefs
* Participating in official meetings

29/03/2018–02/04/2019 Advisor

Ministry of Energy of the Republic of Azerbaijan, International Cooperation Department, Baku (Azerbaijan)

* Writing official letters
* Translating documents
* Preparing reports and information briefs
* Participating in official meetings

17/07/2017–13/02/2018 Social Department Specialist

Javan Youth Movement – Youth organization, Baku (Azerbaijan)

* Researched social issues
* Translated documents
* Organized events

06/2016–07/2016 Intern

Ministry of Foreign Affairs of the Republic of Azerbaijan, European Department I, Baku (Azerbaijan)

* Gained practical knowledge about the organization and documentation procedures
* Translated official documents
* Archived official folders

05/2014–06/2014 Intern

Ministry of Foreign Affairs of the Republic of Azerbaijan, Department of Economic Cooperation and Development, Baku (Azerbaijan)

* Translated official documents
* Archived official folders related to international and regional organizations

EDUCATION AND TRAINING

15/09/2015–26/06/2017 Master of Arts in Diplomacy and International Affairs

ADA University, Baku (Azerbaijan)

* Geopolitics of Energy
* Theories of International Relations
* Advanced Research Methods
* Macroeconomic Analysis
* International Political Economy

15/09/2010–30/06/2014 Bachelor of Arts in American studies

Azerbaijan University of Languages, Baku (Azerbaijan)

* History of international Relation
* Business communication
* International Security



PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)

|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

English C2 C2 C2 C2 C2

|  |  |
| --- | --- |
|  | Certificate of IELTS Band score 7.5; British Council, Baku, Azerbaijan (2014) |
| French | A2 | A2 | A2 | A2 | A2 |
| Spanish | A2 | A2 | A2 | A2 | A2 |
| Russian | B2 | B2 | A2 | A2 | A2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Digital skills SELF-ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Independent user | Independent user | Independent user | Independent user |

[Digital skills - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)

Certificate of Computer training course; CELT, Baku, Azerbaijan (2010)