

RESUME

ZARIF BAKIROVA

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PERSONAL INFORMATION

- Date and place of birth: 04.06.87.Baku , Azerbaijan
- Nationality: Azeri
- Citizenship: Azerbaijan

EDUCATION

American University in Bulgaria, 2005-2009. Major: Business administration.

Specialization: Marketing and Human Resources

Minor : Fine Arts

Courses taken: Principles of Marketing, Marketing Research, Marketing Strategy, Human Resources Management

Las Animas High School, 2003-2004. Las Animas, Colorado, USA.

EXPERIENCE

Deputy Project Manager, April,2013- present

Entrepreneurship Development Fund , Baku, Azerbaijan

- To prepare, organize and conduct events for the project
- Schedule maintenance and management
- Interpretation and translations

PR Executive Assistant, December,2012-January,2013

Red Communications, Baku, Azerbaijan

- Writing interesting and effective press releases
- Making translations
- Developing and maintaining company's facebook page
- Manage and organize special events

Copywriter, March,2012- December, 2012

Maxmedia Creative Communications, Baku, Azerbaijan

- Writing, translating, adapting , editing text for ad materials
- Contribute ideas for new business and current client's ad strategies

- Generate slogans, audio scripts and word for advertising visuals
- Collaborate with Art Directors and Graphic Designers in the development of strategic concepts

Executive Assistant, August, 2010- March, 2012

Peace Corps Azerbaijan, Baku, Azerbaijan

- Document management
- Schedule maintenance and management
- Interpretation and translations for the Country Director
- Making research, preparing reports, summaries, analyses-including verbal and graphic presentations

Translator/Interpreter, February, 2010- June 2010

Danish Refugee Council, Baku, Azerbaijan

- Interpreting for foreign guests for the presentations and meetings: including presentation in different ministries, meetings with the government officials, refugees etc. Interpreted from English to Russian and Azerbaijani and vice verse
- Translating texts from English to Azerbaijan; from English to Russian and vice verse

Education Information Assistant, September –December, 2009

Baku Education Information Center, Baku, Azerbaijan

- Prepared marketing plan for BEIC's activities
- Provided visitors with the information on scholarships, training courses, conferences
- Prepared advertising campaigns for the BEIC's educational fairs. Among them BEIC's 9th Educational fare attended by more than 1000 visitors
- Prepared marketing reports.
- Interpreted for foreign guests during the presentations and meetings.
- Advised individuals as well as groups on the question related to studying abroad
- Organized lectures with the guest speakers on different issues concerning education.

Intern, July-August 2006

United Nations Office in Azerbaijan, Baku, Azerbaijan

- Selected, translated and analyzed daily news (both international and national) related to the Millennium Development Goals
- Assisted Supervisor in his research about efficient use of oil resources
- Conducted joint presentation with another intern about usage of oil resources in Azerbaijan

Assistant, 2004-2005

Azerbaijan League on Defense of Child's Rights (NGO), Baku,

Azerbaijan

- Assisted to edit Azerbaijan version of Ecological Handbook- “Jelly Jam, People Preserver”
- Organized presentation of League in the Third Annual NGO Exhibition in Azerbaijan

Translator, 2004-2005

Azerbaijan Carpet Museum, Baku , Azerbaijan

- Translating and interpreting from English to Azerbaijan; from English to Russian and vice verse

SKILLS

Language: Fluent in Azerbaijani, Russian, English.
Good knowledge of Turkish.

Computer: Windows 7, Microsoft Office

CONFERENCES AND SEMINARS

Management School , October-November, 2009 Baku, Azerbaijan.

Project Development Seminar, March 2010, Bakuriani, Georgia.

Baku, Model UN 2010, May 2010, Baku Azerbaijan

NATO International Summer School on Financial Security, July 2010, Baku, Azerbaijan

Project Management Seminar, July 2010, Bakuriani, Georgia

Project Evaluation Seminar, December 2011, Tbilisi, Georgia

Project Mentoring Seminar, July 2011, Tbilisi, Georgia

Training for Trainers, January 2012, Berlin, Germany