

PERSONAL INFORMATION



Ms. Sevinj Mahsimova

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Gender Female | Date of birth 01/07/1969 | Nationality Azerbaijani

WORK EXPERIENCE

15/11/2016 – Present

**Coordinator of the Centre for students with disabilities
Azerbaijan State University of Economics, Baku (Azerbaijan)**

This Centre works towards improvements of disabled students' studying conditions. Centre provides their successful activity with programs and information base, creates large and positive social environment for students with disabilities. CSD will do its best in order to realize studying wishes of students with disabilities. Discovering special abilities of students with disabilities, CSD will create condition for their social and intellectual development. CSD supports UNEC students' full integration to university structure in all fields and joint activity with Centre

01/04/2011–15/11/2016

**Researcher, Department of Environmental economics
Azerbaijan State University of Economics, Baku (Azerbaijan)**

Responsibilities include: part-time teacher, a scientific research assistant in the scientific projects, conducted at the department, took part in the process of preparation of department's examination materials

01/12/2013–Present

Member of working group within the EACEA TEMPUS Project 543649 on "The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan"

Azerbaijan State University of Economics, Baku (Azerbaijan)

Responsibilities include: Directly involved in the implementation of project activities, dealing with organizing meetings, seminars, attending EU-study visits etc.

01/10/2009 – 01/04/2011

**Inspector at the Dean of Turkish World Business Faculty
Azerbaijan State University of Economics, Baku (Azerbaijan)**

Responsibilities include: students consultant, scientific researches assistant and involved in the process of preparation of department's examination materials

01/09/2012 – 15/11/2016

**Part-time teacher, Department of Environmental economics
Azerbaijan State University of Economics, Baku (Azerbaijan)**

Subjects taught: Environmental economics, Protection of environment

01/08/2011 – 01/07/2014 Manager, instructor, Tutorial courses, “Pille”, Baku (Azerbaijan)
26/08/1999 – 27/10/2008 Tutorial piano and guitar courses
15/01/1995 – 26/08/1999 Manager, Financial Department of the Educational Office, Baku (Azerbaijan)
01/09/1991 – 15/01/1995 Teacher, Secondary school, Quba (Azerbaijan)

EDUCATION

01/12/2011 – Present PhD degree in Chemical technologies is expected by 2019
Azerbaijan National Science Academy, Baku (Azerbaijan)
Dissertation topic: “Development of methods of utilization municipal solid wastes”
01/09/1986–30/06/1991 Bachelor and Master degree in Chemical technologies
Azerbaijan State Oil Academy, Baku (Azerbaijan)

PROFESSIONAL TRAINING

12/02/2018 – 14/02/2018 International conference: Inclusive Higher Education: international trends and UNEC Experience” and training program: “Inclusive education management: targeted objectives and modern approaches”. Organizer of the conference and training program
26/10/2017 – 29/10/2017 Attending training under the program of Moscow Humanitarian University of Economics on “Inclusiv education and to prepare the students with disabilities for employment”
4-days working visit, Russia, Moscow
21/05/2017–27/05/2017 Representing at the working visit under the EACEA TEMPUS Grant Project 543649 on “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan University of Macedonia (Thessaloniki, Macedonia)
4-days working visit (examining University of Macedonia’s experience on providing developmental resources and facilities for students with disabilities)
1/02/2016-5/02/2016 Attending training under the program of Paris- Sorbonne University Abu Dhabi “Interactive Education in University Systems”
Guba (Azerbaijan) 5 days training (certificate)

- 14/10/2015-22/10/2015 Attending training under the EACEA TEMPUS Grant Project 543649 on “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan” the ToT on “How to support students with disabilities”
Sumgait State University, Sumgait (Azerbaijan) (certificate)
7 days training
Representing the Project’s partner institution – Azerbaijan State University of Economics.
- 11/03/2015-13/03/2015 Attending training under Inclusive Decisions for Equal and Accountable Society/ This project? Funded by The European Union? Is organized by the British Council and the Ministry of Labour and Social Protection of the Republic of Azerbaijan in partnership with the Centre for Innovations in Education.
Ministry of Labour and Social Protection of the Republic of Azerbaijan,
Baku (Azerbaijan)
3 days training
Representing the Project’s partner institution – Azerbaijan State University of Economics.
- 30/04/2015–3/05/2015 Attending training under the EACEA TEMPUS Grant Project 543649 on “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan”
Khazar University, Baku (Azerbaijan)
3 days training
Representing the Project’s partner institution – Azerbaijan State University of Economics.
- 01/02/2015–05/02/2015 Representing at the working visit under the EACEA TEMPUS Grant Project 543649 on “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan”
University of Macedonia (Thessaloniki, Macedonia) (certificate)
4-days working visit (examining University of Macedonia’s experience on providing developmental resources and facilities for students with disabilities, as well as supports their integration into education, aiding increase of access of students with disabilities to make use of educational and infrastructural resources, develop their skills and competence as well as capacity building)
- 01/02/2015–05/02/2015 Attending Project’s partners annual conference under the EACEA TEMPUS Grant Project 543649 on “The Establishment of a Foundation for the Integration of Disabled People into HEIs of Azerbaijan”
Nakchivan State University, Nakchivan (Azerbaijan)
- 17/12/2012 – 21/12/2012 Training course on Environmental Protection and Management, project funded by Ministry of Education
5 days training, (certificate)

CONFERENCES

11/05/2018 – 13/05/2018	Speaker, WDU Global Accessible School & Inclusive Education and Accessible tourism Congress. Mersin, Turkey (certificates)
26/10/2017 – 29/10/2017	Attending training under the program of Moscow Humanitarian University of Economics on “Inclusiv education and to prepare the students with disabilities for employment” 4-days working visit, Russia, Moscow (certificate)
03/10/2017 – 05/10/2017	Attending International scientific-practical conference “The rights of young people with disabilities to independence, social integration and participation in society”. Baku, Azerbaijan
1-2 of June 2010	Speaker, Conference devoted to the 60th anniversary of the Institute of Radiation Problems Director Adil Garibov, Topic: Environmental economics. Protecting of environment
2012 - 2013	Continuous participation at the popular TV science programs on Environmental economics. Protecting of environment
2010 – 2015	Continual speaker of CTE - International Environmental Exhibition Caspian: Technologies for Environment, Topic: Environmental economics. Protecting of environment
2010 – 2017	Periodical participation at national conferences of the Protection of environment
2012	Authority of idea, “My clean university” project by Ministry of Education and Clean City MMC, competition of universities of Azerbaijan
2009 – 2013	Head of the Project, “Handmade Arts and Crafts” exhibition and competition, by Trade Union of the University
2013	Head of the Project, “National culinary competition” by Trade Union of the University
2012 – 2014	Manager of the project, Azerbaijan State University of Economics students’ essays competition on Environmental affairs devoted to H.Aliyev birthday anniversaries
Since 1994	Organizer of the regular aid campaigns for the orphanages functioning under the State support. Cooperating with the Public Union “Talented Hands”. Organizer of training courses for the children with disabilities and also arranging regular meetings with the parents of disabled children. (Non-official job, working on my own initiative)

Mother tongue(s) Russian and Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Turkish	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

- Communication skills**
- Excellent communication skills as a coordinator of the Centre, excellent communication skills gained through my experience as core-member in organizing committee of high-level events organizations, hosted by our University;
 - Excellent communication skills as a coordinator of the inclusive education, universal design;
 - International official correspondence skills. Dealing with international official correspondence in 4 languages;
 - Good contact skills gained by presenting my University at International Exhibitions, Forums etc. for several times.
- Organisational / managerial skills**
- Manager in supervision (currently responsible for a people involved in implementation of national and international educational project);
 - Good office management skills gained as manager of national and international projects, responsible for international programs/projects, all office work, preparation of meetings, make presentations etc.;
 - Good academic skills gained via 18 years teaching experience, and involving in drafting different teaching materials (curriculum, syllabi etc.);
 - Core-member of the team in international educational grant project.
- Job-related skills**
- Good coordinating skills (responsible for the implementation of the national and international project at University);
 - Good teaching skills.
- Computer skills**
- Microsoft Word, Excel, Publisher, Internet, MacOS office, CorelDraw, Wilcom,