

# Turkan Alizada

26<sup>th</sup> block, H. Aslanov str, h. 14 | Sumgait, Azerbaijan, AZ 5000 | Phone: (+99470) 847 5616 | Email: trkn.alzad0101@gmail.com | talizada7667@ada.edu.az | www.linkedin.com/in/turkan-alizada-51399a21b

## Education

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### ADA University

Azerbaijan May 2023

*Bachelor in Public Affairs (GPA 3.48)*

- Relevant coursework: Public Administration, Law and Public Affairs, Organizational Behavior, Leadership, Ethics and Communication, Public Speaking, State and Politics, Sustainable Development, Research Methods I, Ethics & Values, Microeconomics, Macroeconomics, Statistics, Intro to Public Affairs, Public Finance, Policy Analysis, Management Info Systems, Sociology, Public Management, Human Rights & Democracies, Race, Gender & Ethnicity, Data & Computing Skills, Research Methods II, Public Finance, Energy & Natural Resources, Conflict Analysis

### No54 High School

Sumgait, Azerbaijan June 2018

## Academic Projects

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### Capstone project at ADA University

Acquired valuable insights into effective research methods, emphasizing the significance of leveraging qualitative data from existing literature to gain a comprehensive understanding of the subject matter.

## Work Experience

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### Program Coordinator at UAFA Azerbaijan

Baku, Azerbaijan

*Program Title: Məktəbim ("My School")*

August 2024-Present

- Program implementation and monitoring
- Creating a new Policies & Procedures for the program
- Maintaining a dialogue with all the relevant stakeholders (local authorities, donors, child development experts, and program beneficiaries)
- Facilitating communication between the project team and beneficiaries to ensure information, needs, and expectations flow in both direction
- Coordinating the onboarding process of new women entrepreneurs who joined the program
- Monitoring 60 current women entrepreneurs' business updates and supporting them to achieve higher results
- Recruiting a new cohort of women entrepreneurs

### Program Assistant at UAFA Azerbaijan

Baku, Azerbaijan

*Program Title: Məktəbim ("My School")*

August 2023-August 2024

- Assisting in program implementation and monitoring
- Maintaining dialogue with all the relevant stakeholders (local authorities, donors, child development experts, and program beneficiaries)
- Facilitating communication between project team and beneficiaries to ensure information, needs, and expectations flowing in both direction
- Coordinating onboarding process of new women entrepreneurs who joined the program
- Monitoring 60 current women entrepreneurs' business updates and supporting them to achieve higher results
- Regularly interviewing and recruiting applicants, reached more than 350 women all over the Azerbaijan
- Administrative support to other projects as designated by the Supervisor

### *International Relations Intern*

January 2023-April 2023

- Researching and collecting data about international organizations and cosmic agencies in the space field
- Reporting daily innovations, investments made by international space agencies and international space organizations
- Researching relevant policies in international space organizations and international space agencies

### **Ministry of Justice of the Republic of Azerbaijan**

Baku, Azerbaijan

#### *Human Resources Management Intern*

February 2022-March 2022

- Calculating experience years of employees to decide the days of their “Annual Leave” in accordance with the Constitution.
- Preparing “Requisition” and Review “Order” forms

### **ADA Culture Club**

Baku, Azerbaijan

#### *Researcher*

March 2021-September 2022

- Collecting data about endangered language of minorities living in regions,
- Researching literature pieces of indigenous people of Azerbaijan
- Researching for the women’s role in Azerbaijan culture in history by conducting an event with team members

### **ADA Culture Club**

Baku, Azerbaijan

#### *Social Media Manager*

March 2021-September 2022

- Collaborated in defining the organization's strategic long-term objectives.
- Conducted research and generated a comprehensive report on prospective collaborators for the club.
- Developed evaluation criteria for assessing the HR team's performance and designed incentives to recognize proactive members.

### **Additional Experience**

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- **Academic Excellence**- List of High Performance and Scholarship, ADA (Fall, 2022)
- **Certificate of Appreciation**- Being a member of ADA Culture Club, Baku, Azerbaijan (September 2022)
- **Certificate of Appreciation**- Participation in Buddy Program, ADA, Baku, Azerbaijan (September 2022)
- **Academic Excellence**- List of High Performance and Scholarship, ADA (Spring, 2022)
- Coursera Certificate for completing Programming for Everybody (Getting Started with Python) at University of Michigan (USA) (11th January 2021)
- **Academic Excellence**- List of High Performance and Scholarship, ADA (Fall, 2020)
- **The Certificate of Completion**- Levels in English for Academic and Professional Purposes program, ADA, (2019).
- **Volunteer**- Volunteer Movement, ADA (Fall 2021-Spring 2023)
- **Student Buddy**- Buddy Program, ADA (Fall 2021- Spring 2023)

### **Skills**

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Languages: Azerbaijani (native); English (fluent); Turkish (fluent)

Technical Skills: Proficiency in Microsoft Office Suite, Excel (advanced); STATA (Basic proficiency), Canva, Powerpoint(advanced)

