

# AYSU JAFAROVA

TRANSLATOR / INTERPRETER



September 18, 2003

## CONTACT

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## LANGUAGES

- **Azerbaijani** – native;
- **Russian** – advanced;
- **English** – advanced;
- **French** – intermediate.

## SKILLS

- Professional translation (English-Russian-Azerbaijani);
- Written and verbal communication;
- Document management;
- MS Office Suit;
- Conflict resolution;
- Responsible with deadlines.

## EDUCATION

- **FULL SECONDARY SCHOOL NAMED AFTER N. TUSI**  
2009 – 2020
- **AZERBAIJAN UNIVERSITY OF LANGUAGES**  
Admission exam score – 511/700  
2020-2024

## WORKING EXPERIENCE

- **SECRETARY/TRANSLATOR**  
PS IGC TRACECA | May 2024 – December 2024
  - Preparation of technical and organisational documentation;
  - Familiar with professional correspondence and in-person interactions and their translation;
  - Familiar with protocols, compliance and quick decision-making under pressure.
- **INTERN**  
WCO ROCB Europe | February 2024 – May 2024
  - Translation of customs- and trade-related texts and news, ensuring accuracy and clarity in specialised terminology;
  - Received a certificate for making and delivering a presentation on the Green Customs Initiative.
- **HOSTESS**  
Restaurant | January 2023 – February 2024
  - Greeted and seated guests, ensuring a welcoming and comfortable environment;
  - Managed reservations and waitlists;
  - Addressed guest concerns and resolved their issues;
  - Experience with working in a team-oriented environment.