

Curriculum Vitae

Name:

Samira Rafizade Firudin

Address:

31/33 "Metbuat" square, Yasamal district, Baku, Azerbaijan

Email:

s.rafizadeh@ps.traceca-org.org

Telephone:

s.rafizade@gmail.com

Skype:

+99451 960 00 85, +99470 220 00 85

samirar_85

Work Experience

2011February - Present

Public Relations Expert – TRACECA Permanent Secretariat (PS) Intergovernmental Commission (IGC);

Responsibilities:

- to follow-up of TRACECA relevant developments
- to develop PR, Publication and Dissemination
- to keep close contact with international press and media
- to elaborate press releases on major TRACECA news
- to advance the layout, content and appearance of TRACECA Corporate Identity relevant documents and make suggestions for their range of application
- overall coordination of SG & PS meeting schedules
- to keep contacts with the Permanent Representatives in the Parties to the MLA
- to take overall responsibility for up-dating, expanding and improving Home page & TRACECA web-page on TRACECA Communication Portal
- to keep regular contacts with stakeholders and mutual information on TRACECA relevant developments / documents
- to organize and attend stakeholder meetings, fairs and other relevant events
- to make presentations at relevant events in order to promote TRACECA corridor and institutions
- to organize participation/involvement of TRACECA in relevant fairs, seminars and conferences
- to check local, regional and international press and media on TRACECA relevant publications and keeps records of it
- to contribute to the organization of TRACECA events and take responsibility for TRACECA appearance during those events
- to advise on adequate international protocol procedures and proceedings
- to carry out regular research on all donor policies active in trade and transport facilitation in the TRACECA regions
- to familiarize with and regular research on all TRACECA MLA objective affecting developments, such as national transport policies and priorities of TRACECA parties, other regional initiatives, key-players
- to revise and up-date existing TRACECA dissemination materials and developing new ones

2009 June – 2011 February

**Assistant/Translator - TRACECA Permanent Secretariat (PS)
Intergovernmental Commission (IGC);**

Responsibilities: Drafting and translation of official letters and diplomatic correspondence, assistance in preparation and translation of documents for the PS Working Groups and IGC TRACECA Annual Meetings assistance in visa support and provision of VIP services in the airport, reservation of tickets, hotels for participants, the time schedule of SG and PS experts, making necessary appointments, coordination of appointments and up-dating of the daily agenda, organize and attend meeting, responding and preparing correspondence on the Secretary General's behalf, executive summaries and newsletters, managing the PS office electronic diary, preparing presentations, preparing papers for meetings, managing and reviewing filing and office systems, updating websites, planning, organizing and managing events, managing projects, recording of minutes of the meetings

2008 March – 2009 May

Insurance Broker - Azerbaijan Insurance Broking (AIB) (Insurance & Reinsurance)

Responsibilities: Insurance consulting, placing all classes of insurance including Motor, Property (all types), Medical, Personal Accident, Travel, all forms of Liability coverage, Business Interruption, Energy, Construction, Aviation risks and many others; providing Corporate Risk Management services to clients, support to handle claims, correspondence between companies & clients, getting insurance quotation & optimization of insurance premium, as a result "best solution for the client (legal entity's & physical persons)"

2006 September – 2007 May

American Studies Center – Baku State University

Responsibilities: correspondence between universities, training and scientific research centers, trainings` organization)



Education

2002 – 2006 – Bachelor degree

2006 – 2009 – Master degree

2011 – to date - PhD

Baku State University – The Faculty of Historical Sciences, Baku

Within this time: participation in a number of scientific conferences & publication of the articles

- 1) "The III Azerbaijanis' Youth Forum", held in October 2003 in Azerbaijan;
- 2) "Theory of International Politics" held by American Studies Center in October 2006 - January 2007
- 3) "European integration and Azerbaijan", held in February 2007 in Baku State University and debates with Henrik Kroner;
- 4) "The VI Scientific and practical conference" held on May 2007, in Baku State University;
- 5) "The XVIII Scientific conference of young PhD scientists of the Republic of Azerbaijan" held on 2013 in University of Foreign Languages; and etc.

Other certificates

- Information Technologies and Communications , issued by the Institute of Information Technologies under Azerbaijan National Academy of Sciences
- MS Office programs
- Driving license

Foreign Languages: **Azeri** – native **English** – Advanced; **Russian** – Advanced; **Turkish** – Conversational

Personal Characteristics: Discipline, good interpersonal communication and research skills, ability to work with contracts.

**Additional information is to be provided upon request.*