

## Curriculum Vitae

### Personal information

**First name(s) / Surname(s)** **Aysel Gojayevea**  
**Professional e-mail** aysel.gojayevea@iea-hamburg.de  
**Mobile phone** +49 (0)162 4128811  
**Nationality** Dutch/Azerbaijani  
**Date of birth** 15/07/1989  
**Gender** Female

### Position / Organisation

#### Work experience

<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p>	<p>2018 – Present</p> <p>Unit Coordinator, Research and Analysis Unit (RandA) and Sampling units</p> <ul style="list-style-type: none"> <li>• Prepare, maintain, and analyze short- and long-term unit-wide project planning in terms of capacity, workload and timeline</li> <li>• Support communication and planning of workshops conducted by unit staff and academic visitor program of the IEA</li> <li>• Support content development and maintenance of the ILSA Gateway platform</li> <li>• Supervise student assistants and their task distribution</li> <li>• Support unit heads and unit staff in day-to-day business/management</li> <li>• Assist with other regular unit tasks</li> <li>• Prepare and document meetings</li> <li>• Coordinate restricted use data applications for IEA studies</li> <li>• Coordinate and perform other unit-wide tasks (e.g., administration of data access rights, contact management, maintenance of Internet pages, etc.)</li> </ul>
<p><b>Name of employer</b></p> <p><b>Type of business or sector</b></p>	<p>Stichting IEA Secretariaat Nederland. IEA Hamburg</p> <p>Non-profit research organization</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p>	<p>2017 – 2018</p> <p>Unit Coordinator RandA, Sampling and International Studies units</p> <ul style="list-style-type: none"> <li>• Support projects/studies administratively in initiation, planning, and controlling</li> <li>• Prepare, maintain, and analyze short- and long-term unit-wide project planning in terms of capacity and budget</li> <li>• Coordinate and perform other unit-wide tasks (e.g., administration of data access rights, contact management, maintenance of Internet pages, etc.)</li> <li>• Support the Unit Head and unit staff in day-to-day business/management</li> </ul>
<p><b>Name of employer</b></p> <p><b>Type of business or sector</b></p>	<p>Stichting IEA Secretariaat Nederland. IEA Hamburg</p> <p>Non-profit research organization</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p>	<p>2012 – 2017</p> <p>Project Manager</p> <ul style="list-style-type: none"> <li>• Planning and managing EUROCLIO's International training and professional development courses including annual conferences</li> <li>• Management of multifaceted and thematically diverse projects on history or citizenship education with a focus on capacity building and training of educators, development of innovative educational resources, research, transnational cooperation</li> <li>• Lobby activities among among different stakeholders. In Europe, South Caucasus, Central Asia and MENA regions</li> </ul>

Name of employer EUROCLIO – European Association of History Educators  
Type of business or sector Non-profit organization

Dates 2011 – 2012

Occupation or position held Communication and Administration Manager

- Main activities and responsibilities
- Management of Eastern Partnership Culture Programme (European Neighbourhood Partnership Instrument)-Innovating History Education in the Black Sea Region Programme; Managing the programme agendas and action plans
  - Reporting
  - Lobby strategies & communication abroad
  - Monitoring co-funding actions
  - Web-site updates and public relations
  - Providing new trainees with technical and practical assistance

Name of employer EUROCLIO – European Association of History Educators

Type of business or sector Non-profit organization

## Education and training

Dates 2010 – 2011

Title of qualification awarded MA in European Union Studies

Principal subjects/occupational skills covered European Law, Economy of European Integration, European Integration history

Name and type of organisation providing education and training University of Leiden. Leiden. The Netherlands

Dates 2006 – 2010

Title of qualification awarded BA in Linguistics (English) and Pedagogical Science

Principal subjects/occupational skills covered Methodology of teaching foreign languages; Linguistics Science; Pedagogical Science: Age psychology; Intercultural Learning; Speech and Culture; American and British Literature

Name and type of organisation providing education and training University of Languages. Baku. Azerbaijan

## Personal skills and competences

Mother tongue(s) Azerbaijani

Other language(s) Dutch, English, Russian, Turkish. Currently acquiring German (A2)

Computer skills and competences MS office