



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Lyudmila Sotova**
Address(es) 38 B Nakhchinvani Street, AZ1130, Baku, Azerbaijan
Telephone(s) Personal: + 994 12 436 25 71
Business: + 994 12 596 21 14
Fax(es) +994 12 498 85 57
E-mail Isotova@khazar.org
Date of birth 07.11.1972
Gender Female

Work experience

Dates May 2012 - present
Occupation or position held Director, Quality Assurance Center
Main activities and responsibilities
Name and address of employer Khazar University
Types of business or sector
Dates January 2009 – May 2012
Occupation or position held Deputy Director, Library Information Center
Main activities and responsibilities
Name and address of employer Khazar University
Types of business or sector
Dates April 2005- December 2009
Occupation or position held Head of the Electronic Information Services Department
Main activities and responsibilities
Name and address of employer Khazar University
Type of business or sector Education
Dates April 2001-2005
Occupation or position held Senior librarian
Main Activities and responsibilities
Name and Address of employer Khazar University
Type of business or sector Education

Education and training

Dates 2013 – present
Title of qualification awarded PhD candidate
Principal subjects/occupational skills covered The system analysis, management and information processing
Name and type of organisation providing education and training Khazar University, School of Engineering and Applied Science
Dates November 2013

Title of qualification awarded	Certificate
Principal subjects/occupational skills covered	Training on Software for on-line management of identified information and data for quality assurance of study programmes in Partner Countries, Rome, Italy
Name and type of organisation providing education and training	The Conference of Italian University Rectors
Dates	June 2013
Title of qualification awarded	Certificate
Principal subjects/occupational skills covered	Training on using Student assessment Results and Monitoring Studies for Management Decisions
Name and type of organisation providing education and training	CİTO-Turkey and Khazar University
Dates	February – September 2012
Title of qualification awarded	Associate Certificate
Principal subjects/occupational skills covered	Project Management
Name and type of organisation providing education and training	The George Washington University, School of Business
Dates	September 2011 – April 2012
Title of qualification awarded	Certificate
Principal subjects/occupational skill covered	E-learning
Name and type of organisation providing education and training	GIZ, Germany
Dates	March - April 2009
Title of qualification awarded	Certificate
Principal subjects/occupational skill covered	Professional Development
Name and type of organisation providing education and training	ATEI of Thessaloniki, Greece
Dates	1989 –1993
Title of qualification awarded	Master of Library and Information Science
Principal subjects/occupational skill covered	Library and Information Science
Name and type of organisation providing education and training	Kiev National University of Culture and Arts Kiev, Ukraine

Personal skills and competences

Mother tongue(s) **Russian**

Other language(s)

Self-assessment

European level ()*

English

Azerbaijani

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient User	C2	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User
C2	Proficient User	C2	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences	Professional in manner and appearance, very strong interpersonal skills.
Organisational skills and competences	Focus oriented: Enthusiastic team player with a drive to excel, goal oriented, high achiever, flexible with leadership capabilities. Highly motivated to learn more and advance.
Computer skills and competences	Competent with all Microsoft Office programmes.
Driving licence	Driving Licence Category B
Additional information	Professor Mahammad Nuriyev, Vice Rector for Academic Affairs, Khazar University mnouriev@khzar.org