



TARANA MUKHTARNEZHAD

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SUMMARY

I am a third-year Communication and Digital Media student at ADA University with a strong interest in creative communication, digital content, and audience engagement. I have a solid academic background in media studies and digital platforms, with strong written and verbal communication skills. Detail-oriented and adaptable, I am seeking internship opportunities in media, communication, and human resources where I can contribute fresh ideas while continuing to grow professionally.

EDUCATION

The Bachelor of Arts in Communication and Digital Media. (CGPA 2.65) **Baku, Azerbaijan**
ADA University **Expected - 2027**
Major in Communication and Digital Media.

Selected coursework: Mass Communication, Research Methods 1, Data & Computing Skills, Media & Culture, Visual Communication, Communication Theory & Research

SSAC (SAT) 1450 **Istanbul, Turkiye**
March 2022

VOLUNTEER EXPERIENCE

Formula 1 Azerbaijan Grand Prix **Baku, Azerbaijan**
Events Team Member – Fan Zone **September 2025**

Provided on-site support in the Formula 1 Fan Zone, assisting visitors in open public areas with navigation, schedules, and event-related information. Interacted with large numbers of spectators, helping manage visitor flow and ensuring a safe, organized, and enjoyable experience. Supported event staff by responding to guest inquiries, resolving minor issues, and maintaining a welcoming atmosphere throughout the Fan Zone. Gained hands-on experience in public communication, teamwork, adaptability, and working in a fast-paced, high-attendance international event environment.

Formula 1 Azerbaijan Grand Prix **Baku, Azerbaijan**
Grandstand Team Member **September 2024**

Assisted spectators in grandstand areas by guiding them to assigned seats, answering a wide range of questions related to seating, schedules, and event facilities, and supporting crowd coordination during peak hours. Actively monitored spectator flow to prevent congestion and ensure safe movement within high-density areas. Responded calmly and efficiently to visitor concerns, helping resolve minor issues and directing more complex cases to supervisors when needed. Worked closely with team members, supervisors, and security staff to maintain order, safety, and a positive atmosphere throughout the event. Demonstrated strong communication, adaptability, and problem-solving skills while performing duties in a large-scale, high-pressure international event environment with strict time and safety requirements.

Assisted delegates, participants, and staff with access control procedures within the Blue Zone, ensuring that only authorized individuals entered controlled and restricted areas. Verified accreditations and credentials in accordance with established security and conference protocols. Supported smooth and organized movement of visitors during peak hours while maintaining a calm and professional approach. Provided clear guidance to international delegates and officials, answered questions, and assisted with navigation inside the conference area. Worked closely with supervisors and security teams, strictly following security, safety, and operational procedures. Gained valuable experience working in a highly structured international environment and strengthened attention to detail, responsibility, and cross-cultural communication skills.

ADDITIONAL INFORMATION

Technical Skills: Digital Marketing, Strategy, Communication, Video Editing, Photography, Content Marketing, Team Leadership, Social Media Marketing, Storyboarding for Reels & Social Media, Canva & Creative Design Tools, Communication and Digital Media concepts, Media Studies, Audience Engagement, Digital Content Creation

Languages: Azerbaijan (native), Russian (native), English (Upper-Intermediate), Persian.

Certifications: Social Media Marketing (High Distinction) – Meta | Naan Academy **(April 2025)**
Performance Management in Local and International Environment – ADA University **(January 2025)**