



Khadija Ismayilova

UI/UX Designer | Marketing Specialist | Language Instructor

Contact

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Education

Access Academy

Diploma of Completion – Web Design Class
(UI/UX Design)

Khazar University

Bachelor's Degree
(Honours Diploma)

School of Humanities and Social Sciences

Area Studies (European Union)

Digital Skills

MS Word

Figma

Canva

1C for Enterprise

Skills

UI/UX Design

Communication

Content creating

Analytical thinking

Problem-solving

Creative thinking

Copy writing

Event management

Languages

Azerbaijani	Native
Russian	Native
English	Advanced

Work Experience

Marketing and Communications Manager 2023-2024

Khazar University

- Managed Khazar University's brand in line with corporate guidelines
- Oversaw and updated social media and website content
- Created web content for a new university website
- Promoted university events and provided marketing support to departments
- Developed marketing and promotional materials and coordinated annual events

Assistant of Store Manager 2021-2022

“ABC-TELECOM” Kontakt Home store

- Reported recurring operational issues to management
- Managed price updates and informed staff of new pricing categories
- Ensured compliance with visual merchandising and marketing standards
- Responded to customer inquiries and resolved issues
- Worked with the company's internal systems for daily operations

Customer Service Assistant 2020-2021

“Pasha Construction” LLC Deniz Mall

- Reported recurring system issues (parking, security, maintenance)
- Handled customer complaints and provided solutions and alternatives
- Coordinated with mall tenants and monitored permit documentation
- Responded to customer inquiries and resolved issues
- Managed daily operations (security, parking, opening hours)

English and Russian language instructor 2018-Current time

Teachberry Academy, Bright Academy, Education Center and etc.

- Delivered structured English and Russian language lessons
- Prepared learning materials and practice exercises
- Developed individualized study plans for students
- Collaborated with academic staff to support student progress

Television Reporter 2018-2019

“Modern Azerbaijan Youth” TV Program, AzTV

- Produced entertaining videos and conducted guest interviews
- Reported on news and program segments

Projects

Communications and Content Manager Caspian Magazine Baku 25th Issue (Trilingual Publication) <ul style="list-style-type: none">Managed project coordination and communication between sponsors and editorial teamEdited and polished content in Azerbaijani, Russian, and EnglishContributed to the anniversary issue dedicated to Karabakh’s revival and historySupported overall production, ensuring quality and timely delivery	2025
Content Manager and Translator (multi-language) “Ethnographic Map of Yerevan Fortress-City” - Baku Art Centre State Support Agency for NGOs of the Republic of Azerbaijan <ul style="list-style-type: none">Prepared and edited texts, ensuring clarity, structure, and academic accuracyStudied historical sources and refined content for engaging presentationContributed to preserving and promoting Azerbaijan’s cultural heritageParticipated in a grant-supported project led by Baku Art Centre Experimental Creativity Public Union	2025
Translator (Azerbaijani to English) “Shusha on Postage Stamps” book – Azerpost LLC under the Ministry of Digital Development and Transport <ul style="list-style-type: none">Translated and edited the book’s materials into EnglishConducted research on Shusha’s historical and cultural heritageGained experience in philately and enhanced analytical and creative skillsCollaborated with the author, project lead, and designer to ensure accuracy and quality	2022
Intern at General Secretary Ministry of Foreign Affairs of Azerbaijan Republic <ul style="list-style-type: none">Assisted with daily administrative tasks and completed assigned responsibilitiesPrepared and copied documents for mailings and internal distributionContributed to archival documentation and record registration	2017

Certifications

Diploma of Completion – Web Design Class Access Academy, January 2026, Baku, Azerbaijan
Voluntary Work – International Symposium “Science and Technology in Islamic Civilisation” Khazar University, February 2015, Baku, Azerbaijan
Voluntary Work – Collaborative Workshop “Delivering Sustainable Economic Development in Resource-rich Countries” Khazar University, February 2015, Baku, Azerbaijan
Active Voluntary Work – Student Association (2014–2015) Khazar University, Baku, Azerbaijan
Active Representation of Speciality – Student Union (2014–2015) Khazar University, Baku, Azerbaijan
Event Affairs Deputy – Student Association (2016–2017) Khazar University, Baku, Azerbaijan
Participant – Jean Monnet Conference on the European Union 60 and Azerbaijan Relations Khazar University, Baku, Azerbaijan
Delegate – EU Simulation on Energy Cooperation Khazar University, May 2017, Baku, Azerbaijan
Deloitte Effective CV Writing Training Khazar University, February 2017, Baku, Azerbaijan
Organiser – MUN General Assembly Simulation “Poverty Reduction” Khazar University, June 2017, Baku, Azerbaijan