

# Güney Mustafayeva

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## ● ABOUT ME

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Project management enthusiast with hands-on experience as both coordinator and active team member in 3+ local student projects. Developed strong skills in project planning, resource allocation, team collaboration, and risk management. Proficient in PM tools including Trello, Jira, Microsoft Office and Google Workspace, enabling efficient project tracking and delivery. Quick to adapt to new methodologies and tools, highly results-oriented, and committed to contributing effectively in dynamic project environments.

## ● WORK EXPERIENCE

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### **PROJECT MANAGER – BAKU STATE UNIVERSITY STUDENT SCIENTIFIC SOCIETY** – 2022 – 2023

Planned, organized, and managed student projects  
Coordinated team members and resource  
Monitored project stages and prepared reports  
Assisted in organizing trainings and seminars for students

### **EMPLOYEE VOLUNTEERING PROGRAMME COORDINATOR – PERSONAL DEVELOPMENT AND PSYCHOLOGY FORUM** – 01/06/2023 – 21/09/2023

Organized and coordinated a personal development and psychology forum  
Planned event schedule, invited speakers, and managed logistics  
Collected feedback and prepared a summary report of the event

## ● EDUCATION AND TRAINING

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13/09/2025 – 30/01/2026

### **DATA ANALYST** Innab Business School

Advanced Excel for project data analysis, reporting, and tracking  
SQL for extracting and analyzing project-related data  
Power BI for project dashboards, KPI monitoring, and performance reporting  
Data analysis using Python (Pandas) to support project planning and decision-making  
Data-driven approach to risk assessment, progress monitoring, and stakeholder reporting

28/07/2025 – 30/10/2025

### **IT PROJECT MANAGEMENT** Div Academy

Occupational/Technical Skills: Project planning, task prioritization, risk assessment, team coordination, agile and waterfall methodologies, practical use of project management tools.

Technology/Tools: Jira, Trello, MS Project

15/09/2021 – 01/06/2025

### **BACHELOR OF SCIENCE IN CHEMISTRY** Baku State University

Experiment planning and execution → project planning and implementation  
Lesson planning and materials preparation → project planning and resource organization  
Problem-solving and adaptability → managing challenges and finding alternative solutions  
Laboratory techniques and chemical analysis  
Preparation of lab reports and scientific documentation

### **PROJECT MANAGEMENT TRAINING** Mente Academy

Completed a 1-month project management training conducted by Hafizəxanım Valehzadə, covering project management methods, types, and theoretical knowledge.  
Project planning, scheduling, and time management  
Resource allocation and task prioritization  
Stakeholder communication and engagement  
Project monitoring, reporting, and documentation  
Leadership, teamwork, and decision-making in project contexts

Understanding project life cycles and methodologies (Waterfall, Agile)  
Setting project goals, objectives, and deliverables  
Budgeting and cost estimation  
Problem-solving and adaptive planning  
Collaboration and effective communication in virtual teams

### **ACTION PROJECTS & PROBLEM-SOLVING SKILLS TRAINING** Azerbaijan Student Volunteer Union

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Completed a 3-week training focused on action project planning and problem-solving in teams, acquiring skills in:  
Identifying and analyzing real-world problems  
Designing and implementing actionable project solutions  
Critical thinking and decision-making  
Project documentation and reporting

### **LANGUAGE SKILLS**

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Mother tongue(s): **AZERBAIJANI**

Other language(s): **ENGLISH** | **TURKISH**

### **SKILLS**

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#### **Soft Skills**

Project planning & scheduling | Leadership & team motivation | Risk management & problem-solving | Time Management & Multitasking | Resource allocation & budgeting | Adaptability & Flexibility | Critical thinking | Conflict resolution | Attention to detail

#### **Hard Skills**

Trello, Asana, Jira (task & project management tools) | Microsoft Office (Word, Excel, PowerPoint) | Google Workspace (Docs, Sheets, Drive, Calendar) | Project lifecycle management | Stakeholder management | KPI monitoring & performance tracking | Advanced Excel (functions, Pivot Tables, project reporting) | SQL (basic queries, data extraction) | Power BI (dashboards, project performance visualization) | Python (Pandas for data analysis) | Data analysis to support project decisions

### **HONOURS AND AWARDS**

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24/05/2025

#### **Winner of "Gələcəyi Yazanlar" Scholarship Program (IT Project Management) - Div Academy**

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Awarded by Div Academy in collaboration with Kontakt Home for outstanding performance among thousands of applicants. Received a 60% tuition scholarship in recognition of motivation and talent. Recognized for outstanding performance and demonstrated potential in IT project management. Participated in intensive workshops and hands-on projects, where I developed practical skills in project planning, resource allocation, risk management, and team collaboration. Successfully coordinated multiple project tasks, applied PM tools such as Trello and Jira, and contributed to delivering results-oriented solutions in real IT project scenarios.

15/09/2021

#### **Recipient of "Gələcəyin Müəllimi" Scholarship - Ministry of Education of the Republic of Azerbaijan**

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Awarded by the Ministry of Education of the Republic of Azerbaijan for excellence in educational initiatives and professional development. The program supports teachers' skill enhancement, introduces innovative teaching methods, and recognizes contributions to improving educational quality.

### **PUBLICATIONS**

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2023

#### **Theoretical Aspects of Practical Methods Used in Teaching Chemistry**

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The article examines the theoretical aspects of practical methods in chemistry, analyzing how experimental approaches are grounded in scientific principles. It provides insights into optimizing laboratory practices and enhancing the understanding of chemical phenomena, contributing to both academic research and effective chemistry education.

**Authors:** Giunei Mustafayeva | **Journal Name:** Kimya ve Öğretim Yöntemleri | **Publisher:** Soncqəğ Akademi