

RESUME

PERSONAL INFORMATION:

Last name: ALIYEVA **First name:** ZARINA

Email: mzarinaz@gmail.com

EDUCATION:

Graduate school: Washington University, St. Louis, Missouri (2004-2006),
Master's degree in social work with Concentration in Mental Health

Graduate school: Baku State University, Baku, Azerbaijan (2001- 2004),
Master's degree in social psychology (diploma with distinction)

Undergraduate University: Baku State University, Baku, Azerbaijan (1997- 2001),
Bachelor's degree in general psychology (diploma with distinction)

High school: # 189, Baku, Azerbaijan (1987-1997)

Scholarships received: Social Work Fellowship Scholarship in 2004 and Academic Fellowship
Scholarship in 2007-2008

WORK EXPERIENCE:

- Job title: Key Expert on Social Rehabilitation for “Support to reform the system of rehabilitation of people with disabilities in Azerbaijan” project which is funded by European Union and implemented by EPRD Office for Economic Policy and Regional Development Ltd (Poland).**
From March 2022-till now
Employer's Name: Innoveta LLC
Brief description of duties and responsibilities:

 - ✓ Provision of technical assistance to the Ministry's of Labor and Social Protection of Population (MLSP) Departments: Disability policy Department and State Medical-Social Rehabilitation Agency in reforming the rehabilitation system from medical towards social model approach based on the evidence-based practices from Member States.
 - ✓ Development of a list of requested documents in collaboration with the Team Leader: strategy paper, legislation report, new list of services, job profiles, paper on service provision methods, training needs assessment, etc.
 - ✓ Development of training modules for the capacity building activities for the personnel of the above-mentioned departments of the Ministry.
 - ✓ Facilitation of Study-tour to Malta, participation in awareness raising events, meetings with partner organizations.
- Job title: Inclusive Education Specialist, Vocational Education for the Future Project: UNDP**
From February 2022-till September 2022
Employer's Name: Innoveta LLC

Brief description of duties and responsibilities:

- ✓ Coordination of the recruitment and further supervision of the working team responsible for implementation of inclusive vocational program for the youth with and without disabilities in vocational schools of Baku and Ganja.
- ✓ Organization of Capacity-building program for the management, teachers and psychologists of vocational schools of Baku and Ganja.
- ✓ Supervision of timely preparation of technical documents related to curriculum development, training materials, individual development plans for the youth with disabilities, reporting
- ✓ Monitoring of inclusive education program
- ✓ Participation in awareness raising events: interviews, meetings with partner organizations, presentations.

3. Job title: Consultant/ Inclusive Education Specialist, “Addressing rights and well-being of women with disabilities and veterans of the Nagorno-Karabakh conflict” : CO/AZ/UNDP

From April 2021-till September 2021

Employer’s Name: United Nations Development Program/Azerbaijan

Brief description of duties and responsibilities:

- ✓ Provision of guidance and supervision of Inclusive Art School’s Administrative Coordinator/Psychologist in preparation of technical documents related to curriculum development, training materials, individual development plans for the persons with disabilities, reports.
- ✓ Development of business plan for Inclusive Art School to start sale of art products.
- ✓ Preparation a proposal for the school sponsorship, including info on its history, staff, students, art works and meet with the potential sponsors to seek for full or partial funding.
- ✓ Participation in awareness raising events: interviews, meetings with partner organizations, presentations, fair/exhibitions.
- ✓ Preparation of Inclusive Art School Statute and make recommendations on the status of the school, including holding meetings with the MLSP and its affiliated bodies, such as DOST, Social Services Agency, State Agency on Vocational Education and others and participate in formalization processes related to the school registration.

4. Job title: Inclusive Education Specialist, Promotion of inclusive Education through Traditional Arts Project: CO/AZ/UNDP

From July 2018-till April 2021

Employer’s Name: United Nations Development Program/Azerbaijan

Brief description of duties and responsibilities:

- ✓ Coordination of the recruitment and further supervision of the Working Group responsible for making joint decision on the creation of inclusive vocational program for the youth with and without disabilities.
- ✓ Planning and supervision of inclusive education project activities.
- ✓ Supervision of timely preparation of technical documents related to curriculum development, training materials, individual development plans for the youth with disabilities, reports.
- ✓ Coordination of collaboration of international and local experts involved in the project.
- ✓ Monitoring of inclusive education program, rehabilitation program, capacity-building program for staff.
- ✓ Participation in awareness raising events: interviews, meetings with partner organizations, presentations.

- ✓ As the member of Local Talent Development Committee under UNDP provision of soft skills training sessions for the staff on “stress management and emotional intelligence” during COVID-19 outbreak
- ✓ Reporting, Concept/proposal writing

5. Job title: Private counseling services (CBT methodology)

From 2006-till now

- ✓ Individual counseling sessions: self-esteem, stress management, depression, relationship problems, etc.
- ✓ Couple counseling: conflicts, divorce related stress
- ✓ Preparation for exam/interview: stress management, panic attack, anxiety

6. Job title: Part-time Teaching Faculty at Western Caspian University/English Section
from September 2006-January 2007 and from September 2021-January 2022.

Employer’s Name and Address: Western Caspian University

Brief description of duties and responsibilities:

Responsibilities of part-time teaching faculty (PTTF) included:

- ✓ Teaching of five courses on clinical psychology, family psychology, general psychology/emotion and motivation, psychology of creativity, social psychology to third year students specialized in psychology,
- ✓ Development of teaching programs, presentations

7. Job title: Deputy Principal

From August 2016-July 2018

Employer’s Name: Kaspi Lyceum

Brief description of duties and responsibilities:

- ✓ Individual meetings with parents of students of Kaspi lyceum for prompt resolving of problems and individual requests.
- ✓ Supervision of teachers, teacher assistants of Kaspi Lyceum
- ✓ Coordination of different activities aimed to increase self-confidence of girls-students of the lyceum, resolving of gender-related problems.
- ✓ Coordination of group sessions for teachers and teacher assistants to improve communication among staff members and stress management skills.
- ✓ Supervision of psychological services provided at the Lyceum.
- ✓ Representation of the Lyceum at events and conferences

8. Job title: Psychologist

From August 2013-August 2016

Employer’s Name: Baku Higher Oil School

Brief description of duties and responsibilities:

- ✓ Individual counseling services for students
- ✓ Group sessions for personal development mainly aimed to increase self-esteem, to improve social skills and presentations skills of students.
- ✓ Training sessions for students – time management training within the first semester; Public speaking training (with focus on psychological recommendations) within the second semester of foundation course
- ✓ Surveys among students to get feedback on the level of satisfaction with the education program, teaching methods, their recommendations.

- ✓ Surveys among staff to get feedback on the level of satisfaction with job conditions and their recommendations.
- ✓ Consultations for faculty on students with special needs
- ✓ Consultations for parents of students with special needs
- ✓ Group sessions for teaching faculty on stress management skills and relaxation techniques

9. Job title: Strengthening Rehabilitation Services Project Manager

from February 2007-February 2011

Employer's Name: Social Services Initiative (Budapest based Mental Health Initiative)-SSI/MHI

Brief description of duties and responsibilities: Strengthening of Rehabilitation Services Project had two components: capacity-building of community-based rehabilitation centers (CBRC) for children with disabilities (CWD) (Non-governmental organizations) in Baku and Sumgayit and pilot project on mobile rehabilitation services in Guba and Ismayilli regions.

Responsibilities of project manager included:

- ✓ Needs assessment of community-based rehabilitation centers in Baku, Sumgayit, Ismayilli, Sheki, Gabala, Yevlakh, Ganja;
- ✓ Based on needs assessment development of capacity-building program for those organizations targeting organizational and professional capacity.
- ✓ Implementation of capacity-building program through local and international consultancy meaning individual guidance and trainings.
- ✓ On policy level advocating for recognition of community-based rehabilitation centers as service providers by governmental bodies.
- ✓ Development of the pilot project on mobile rehabilitation services in Guba and Ismayilli in collaboration with the Ministry of Labor and Social Protection (MOLSP)
- ✓ Development of professional standards for rehabilitation and social work services for children with disabilities for the Ministry of Labor and Social Protection (MOLSP),
- ✓ Supervision over the quality of services provided to CWD; participation in the development of strategy and vision of Social Services Initiative as an organization.

10. Job title: Children's Program Coordinator

from October 2006-October 2007.

Employer's Name and Address: World Vision International (WVI)

Brief description of duties and responsibilities:

Children Program Coordinator (CPC) was responsible for two main projects implemented by WVI targeting children with disabilities (CWD), one was implemented at Special institution for CWD and another one was a pilot project on inclusive education.

CPC's duties included:

- ✓ Supervision over project activities,
- ✓ Coordination of project activities with all stakeholders,
- ✓ Budgeting, report writing, revision of program strategy,
- ✓ Development of concept papers to donors.
- ✓ CPC represented WVI at Child Protection Network, different conferences and meetings.

11. Job title: Part-time Teaching Faculty at Social Work Master Program /Academic Fellowship Program fellow

from September 2007-January 2010.

Employer's Name and Address: Baku State University

Brief description of duties and responsibilities:

Responsibilities of part-time teaching faculty (PTTF) included:

- ✓ Teaching of at least two courses per semester to social work master students,
- ✓ Participation in the development of curriculum for bachelor social work program,
- ✓ Organization of public events such as lectures by visiting professors for local students,
- ✓ Advocating for reforming of internship programs through collaboration with international and local non-governmental and governmental organizations.

12. Job title: Hourly Paid Psychotherapist

from May 2007- June 2010.

Employer's Name and Address: International SOS clinic,

Brief description of duties and responsibilities:

Individual counseling services to both local and international patients of SOS clinic when the service is requested.

13. Job title: Hourly Paid Psychotherapist

from September 2008 – March 2010.

Employer's Name and Address: PPC Worldwide; 4200 Nash Court Oxford OX4 2RU, UK

Brief description of duties and responsibilities:

Individual counseling services to both local and international patients/BP employees upon request.

14. Job title: Part-time consultant on De-Institutionalization project

from November 2006- January 2007.

Employer's Name and Address: United Aid for Azerbaijan.

Brief description of duties and responsibilities:

Responsibilities included:

- ✓ Review of training materials for the teachers re-qualified as social workers at boarding schools.
- ✓ Development of manual on De-Institutionalization based on lessons learned from pilot projects,
- ✓ Recommendations

PROFESSIONAL DEVELOPMENT:

- **Crisis intervention training at Life Crisis Services** (certificate of completion received)
St. Louis/USA
08/10/2005
- **Summer school seminar:**
“Enhancing academic Competences: Practice oriented social work research.”
Organized by Open Society Institute
Kaunas/Lithuania

