





PERSONAL INFORMATION



Vusale Veliyeva

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WORK EXPERIENCE

12/2017–Present

Games & Equipment Committee Member

World Taekwondo

01/09/2018–Present

Senior Sport Competition Manager

EYOF 2019, Baku (Azerbaijan)

- Recruiting and hiring Competition Managers and Games Time paid staff
- Planning, organizing, and conducting of competition test event to educate staff, national technical officials, facilitate Field of Play readiness
- Developing of sport competition contingency plans
- Managing competition managers
- Keeping contact with International Federations and National Federations.

01/2014–Present

Taekwondo Referee

Azerbaijan Taekwondo Federation, Baku (Azerbaijan)

- refereeing in national taekwondo championship

10/2016–06/2017

Senior Competition Manager

Azerbaijan Islamic Games Operation Committee, Baku (Azerbaijan)

- Developing Competition and Training schedule in accordance with World Taekwondo and Karate Federation rules and regulations
- Leading Field of Play layout and sport spaces (Back of House) planning, ensuring the Field of Play Design and implementation (incl. broadcast positions) reviewed and approved by the International Federation
- Recruiting and hiring Sport Specific Volunteers (100 volunteer) and paid staff (13 persons)
- Planning, organizing, and conducting of competition test event to educate staff, national technical officials, facilitate Field of Play readiness
- Developing of sport competition contingency plans

06/2016–10/2016

Sport Planning Manager

Azerbaijan Islamic Games Operation Committee, Baku (Azerbaijan)

- Planning of sport events

06/2016–06/2016

Competition Manager

AIBA World Olympic Qualification Event, Baku (Azerbaijan)

- Manage a team of Supervisors, Team Leaders and Volunteers
- Complete and track planning deliverables as per established timelines

- Implementing policies and procedures
- 2015–2015 **Competition Manager**
International Kickboxing Tournament, Baku (Azerbaijan)
 - Field of Play design and management
 - Creating competition schedule
 - Management of workforce
 - To build relationship between IF and NF
 - Sport Equipment Management procurement and technical control
- 12/2014–06/2015 **Gymnastics & Boxing Sports Specialist**
Baku European Games Operation Committee, Baku (Azerbaijan)
 - Manage a team of Supervisors, Team Leaders, Volunteers
 - Implementing policies and procedures and adapting where necessary to the specific needs of the venue
 - Ensure the effective planning of the spaces, equipment and technology requirements
 - To manage a relationship between AIBA and OC
- 09/2014–03/2015 **Organizer**
Azerbaijan Boxing Federation, Baku (Azerbaijan)
 - Organization of AIBA Pro Boxing Night
 - To coordinate and manage the organizational moments of the events
 - To manage all the deliverables are on place in time
- 02/2014–03/2015 **Organizer-Interpreter**
Azerbaijan Taekwondo Federation, Baku (Azerbaijan)
 - Organization of European Taekwondo Championship
 - Organization of World Senior Taekwondo Championship
 - To coordinate the communication process among different departments
- 2014–2014 **Competition Manager**
National Kickboxing Championship, Baku (Azerbaijan)
 - Field of Play design and management
 - Creating competition schedule
 - Management of workforce
- 2011–2011 **Organizer**
World Taekwondo Championship Licensed for Olympic Games, Baku (Azerbaijan)
 - To coordinate and manage the organizational moments of the event
 - To coordinate the communication process among different departments
 - To manage all the deliverables are on place in time
- 2004–2011 **Athlete**
Azerbaijan Taekwondo Federation
- 2010–2010 **Accreditation Manager Assistant**

Youth Taekwondo Championship, Baku (Azerbaijan)

- Coordinate and manage the accreditation process for the foreign and local sportsmen and delegations
- To translate relative documentation

EDUCATION AND TRAINING

2006–2010 **Bachelor Diploma in the Russian Language & Literature**
Baku Slavic University, Baku (Azerbaijan)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1
Turkish	C2	C2	C2	C2	C2
Spanish	B1	B1	B1	B1	B1
Korean	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills ■ excellent communication skills

Organisational / managerial skills ■ good team leading skills

Digital skills ■ good command of office suite
■ independent user of software applications