



Vusala Valiyeva

WORK HISTORY

Games Committee Vice Chair 10/2021-Current
World Taekwondo

Venue General Manager 01/2020 - 03/2020
World Karate Federation - Azerbaijan

- Manage the operations of the Venue Team - Leading the venue tours and managing in cross functional team meetings and events-
- Managing and training venue volunteers -Coordinating activities with stakeholders -Overseeing activities of functional areas at the venue - Serve as point of contact and liaison to the venue owner where applicable.

Games & Equipment Committee Member 12/2017 – 10/2021
World Taekwondo

Karate European Championship 09/2019 - 05/2020

- Team Recruitment
- Building and keeping relationship with World Karate Federation
- Team and Volunteers Specific Trainings
- Managing Logistic and Venue Manager Teams
- Competition Schedule creating
- Review and confirmation Athlete, ITO and NTO Transport schedule
- Managing Protocol Team

Competition Manager 02/2020-02/2020
World Karate Federation - Dubai, UAE

Technical Delegate 10/2019 - 10/2019
World Taekwondo - Riga, Latvia

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

CSB Member 10/2019 - 10/2019
World Taekwondo - Sofia, Bulgaria

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success

CONTACT

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SKILLS

- Communication skills 1. Able to communicate effectively with a wide range of people, by showing interest and carefully
- 2. Strong presentation and demonstrating skills; Confident, articulate and professional speaking
- Organizational / managerial skills
- Good team leading skills, creating and keeping deadlines, decision making, managing
- Appointments, team management, project management, making schedules, coordinating events,
- Problem solving, productivity, teamwork, team leadership, multitasking, strategic thinking
- 7 years in National Team
- Fluently speaking in 5 international languages

LANGUAGES

Azeri:

Native language

English:

C2

Master or proficient

Russian:

C2

Master or proficient

Turkish: C2

Master or proficient

Spanish: B2

Upper intermediate

- To be sure event organized and running according by international federation rules

Technical Delegate 09/2019 - 09/2019
World Taekwondo Federation - Warsaw, Poland

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Cadet World Championship Competition Manager 08/2019 - 08/2019
World Taekwondo - Tashkent , Uzbekistan

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Senior Sport Competition Manager 09/2018 - 06/2019
EYOF - Baku, Azerbaijan

- 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.

Technical Delegate 04/2019 - 04/2019
World Taekwondo - Kharkiv, Ukraine

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Technical Delegate 02/2019 - 02/2019
World Taekwondo - Hurghada, Egypt

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Technical Delegate 10/2018 - 10/2018
World Taekwondo Federation - Belgrade, Serbia

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success

- To be sure event organized and running according by international federation rules
- Report to International Federation

Technical Delegate 08/2018 - 08/2018

World Taekwondo Federation - Moscow, Russia

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Technical Delegate 06/2018 - 06/2018

World Taekwondo - Luxembourg , Luxembourg

- Managed the smooth operation
- Managed Technical Delegate and OC meetings
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules
- Report to International Federation

Technical Delegate 03/2018 - 03/2018

World Taekwondo - Eindhoven, Netherlands

- Managed the smooth operation
- Managed Technical Delegate meeting
- Responsible for the team and event success
- To be sure event organized and running according by international federation rules

Senior Competition Manager 10/2016 -06/2017

- 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.

Sport Planning Manager 06/2016 -10/2016

- Azerbaijan Islamic Games Operation Committee, Baku (Azerbaijan)
Planning of sport events.

Competition Manager 06/2016 -06/2016

Gymnastics & Boxing Sports Specialist 12/2014 - 06/2015

- 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.

Organizer 09/2014 - 03/2015

- 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.

Sport Director 02/2013 - 03/2015

- Azerbaijan Taekwondo Federation, Baku (Azerbaijan) Organization of European Taekwondo Championship Organization of World Senior Taekwondo Championship To coordinate the communication process among different departments.

Competition Manager 01/2015 - 01/2015

- 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, 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.

Accreditation Manager at World Cadet Championship 07/2010 - 07/2014
World Taekwondo - Baku, Azerbaijan

- Managing accreditation process

Competition Manager 01/2014 - 01/2014

- National Kickboxing Championship, Baku (Azerbaijan) Field of Play design and management Creating competition schedule Management of workforce.

Organizer 01/2011 - 01/2011

- 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.

Accreditation Manager Assistant 01/2010 - 01/2010

EDUCATION

Bachelor Diploma: Russian Language & Literature, 2010
Baku Slavic University - Azerbaijan