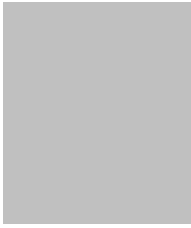


PERSONAL INFORMATION

Parvana Babayeva



📍 Str.G. Shixlinski 37/ 159, Khatai district, Baku, Azerbaijan

✉ Parvavanababayeva1@gmail.ru

WORK EXPERIENCE

Nov 2017- Present



Instructor.

English Language and Literature Department, Khazar University,
Curriculum Vitae Replace with First name(s) Surname(s)

Duties:

Leading, motivating, supporting, challenging and developing students at all levels in order to achieve success.

Applying new methods and techniques that could help students improve their English and communication skills.

Providing feedback to students in such a way that supports their progress and gives them hope for their future.

Setting tasks which challenge students and ensure high levels of interest from them.

Using resources and technology to enhance lessons.

Encouraging students to ask questions and to express their difficulties.

Oct 2012-JUL 2016

Translator. C.T.S .Company.

Duties:

Translation of documents / letters from a foreign language to English and vice versa.

Telephone interpreting.

Supporting the translation team with other projects when necessary.

Retrieving articles from newspapers, magazines, and the internet and translating them into English.

Liaising with clients to discuss any unclear points.

Conducting face-to-face interpreting.

Sep 2009- Sep 2012

English Teacher Secondary School N 46, Baku, Azerbaijan.

Duties:

Designed and planned daily unit lessons for each class and administered tests and evaluations.

Making sure that all pupils in attendance in English classes take part in daily collective team based activities.

Identifying special needs pupils and those with learning disabilities.

Preparing and setting tests, examinations papers and exercises.

Having a good clear voice and able to stand for long periods in front of a classroom full of pupils.

Developing course material that has a clearly defined structure.

Monitoring a student's progress during their studies.

Regularly evaluating each pupils progress.

EDUCATION AND TRAINING

- 2003-2005
Master's Degree (Honors Diploma) , British and American Literature
Azerbaijan University of Languages, Baku (Azerbaijan)
- 1999-2003
Bachelor's Degree (Honors Diploma), Philology
Azerbaijan University of Languages,Baku (Azerbaijan)
- 25 JANUARY 2018
Seminar on “Applied Linguistics and Research Methodology”
Coordinated in a partnership with Khazar University (Baku, Azerbaijan) and Azerbaijan Shahid Madani University (Tabriz, Iran)
- 15 January 2001
World Hope International Computer school.
Microsoft Windows '95,Word'97,and Exel 97'

PERSONAL SKILLS

Mother tongue(s) **Azerbaijani**

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Russian	C1	C1	C1	C1	C1

