

PERSONAL
INFORMATION

Leyla Jumayeva

📍 Q.Sherq 12\8a , Yasamal district, Baku, Azerbaijan

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Sex : Female | Date of birth 15/09/1986 | Nationality : Azerbaijan

WORK EXPERIENCE

03.02.2017 - till
present

English lecturer at the Department of English Lexicology and Stylitics
,Azerbaijan University of Languages.

Duties:

- Instructing students in writing, reading and punctuation. Preparing lesson plans, teaching students, enforcing university rules, preparing students for standardized tests, and monitoring students' progress.. Designing Common Core curriculum lesson plans.

15.09.2016 - till
present

“Zafar” Educational Center, English Instructor

Duties:

Teaching English as a foreign language.

Teaching all four key language skills that enable the students to effectively communicate.

Teaching grammar, vocabulary and communication skills.

14.09.2010 - 03.02.2017

Specialist at Ministry of Health of Azerbaijan

Duties:

Convert concepts in the source language to equivalent concepts in the target language

Compiling information and technical terms into glossaries and terminology databases to be used in oral renditions and translations

EDUCATION

06.07. 2018	Ph.D - Department of English Stylistics, Azerbaijan University of Languages
15.09.2009- 31.06.2011	Master's degree- English Philology, Azerbaijan University of Languages
15.09.2005- 31.05.2009	Bachelor's degree-English Philology, Azerbaijan University of Languages

TRAINING

25. 02. 2018 – 27.02.2018	Seminar on Data Collection and Data Analysis and English for Specific Purposes, Khazar University
05. 11. 2017- 15.01. 2018	Academic Writing, Azerbaijan University of Languages
23. 11.2017	Seminar on Applied Linguistics and Research Methodology , Khazar University
03.02.2007 - 02.07.2007	Full course of Microsoft Office “Esperanto ” Educational Center,
15.10.2008- 30.04.2009	Teaching Management “Anglo-American Center”

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	C2	C2	C2	C2	C2
French	A1	A1	A1	A1	A1
Turkish	C1	C1	C1	C1	C1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills	<ol style="list-style-type: none">1. Solid verbal and written communication skills2. Open to criticism3. Tactful4. Patient5. Good listener
Job-related skills	My strong initiative and anthusiatic approach to teaching inspire students to be more versatile and open for learning new things, attending classes with high enthusiasm
Personal skills	Good at establishing contacts with people Adaptable to various audiences and environments Quick learner
Computer skills	MS Office XP package: Word, Excel, Power Point, Coral Draw, Photoshop, Outlook.
Other skills	Extended writing and Research Skills