

SABINA HAMZAYEVA (GULUYEVA)

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Baku Bakhixanov

EXPERIENCE

PROJECT MANAGER | 02/2020 to Current **Khazar University**

- Conducted regular status meetings with internal teams and external partners to track progress against established milestones.
- Drafted reports summarizing progress made on projects for review by executive leadership team.
- Maintained records of all documents related to each project including specifications, change orders, invoices.
- Managed multiple projects such as Erasmus+ MEDÍATS, ECAR projects, Creative Spark and the Climate Connection funded by British Council.

ESL INSTRUCTOR | 01/2019 to 01/2020 **Kolchim**

- Developed and implemented effective lesson plans to meet the individual needs of students.
- Organized classroom activities to promote English language development among students.
- Conducted assessments, monitored student progress and provided feedback on learning objectives.

ESL INSTRUCTOR | 01/2019 to 11/2019 **Masterschool**

- Developed and implemented effective lesson plans to meet the individual needs of students.
- Conducted assessments, monitored student progress and provided feedback on learning objectives.
- Encouraged students to use English in class discussions and debates.

HEAD TEACHER | 01/2019 to 11/2019 **EDDE Global**

- Monitored student progress on an ongoing basis and provided feedback to parents regarding academic performance.
- Coordinated professional development activities for teachers in order to enhance their instructional skills.

HEAD TEACHER/ MANAGER (GENERAL ENGLISH) | 03/2018 to 03/2019 **Headway LD**

- Conducted regular meetings with staff to address any issues or concerns related to the educational program.
- Coordinated professional development activities for teachers in order to enhance their instructional skills.

BUSINESS ENGLISH INSTRUCTOR | 04/2017 to 06/2018 **Accord Industrial Company**

- Developed and delivered Business English lesson plans for various levels of learners.
- Provided one-on-one tutoring sessions to help students improve their language skills.

EDUCATION AND TRAINING

Azerbaijan University of Languages
Master Degree
Linguistics, **2019**

Azerbaijan University of Languages
Bachelor Degree
English Teacher, **2017**

SKILLS

- Strategic Planning
- Resource Allocation
- Risk Management
- Data Analysis
- Customer Relations Specialist

LANGUAGES

English:	C1	Russian:	B1
Advanced (C1)		Intermediate (B1)	

CERTIFICATIONS

- International Project Management Association- level D
- Civil Service certificate- level BB
- ESL trainings- C1