

PERSONAL INFORMATION **Leyla Salayeva**



📍 Baku, Azerbaijan

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Sex female | Date of birth 21/04/1984 | Nationality Azerbaijani

WORK EXPERIENCE

(January, 2013 - ongoing)

**ESP(English for Special Purpose) Teacher;
Khazar University; Humanities and Social Sciences faculty**

- Organising and delivering classroom lectures to students.
- Preparing classroom and homework assignments, and handouts.
- Evaluating students' class work and assignments.
- Recording and maintain accurate student attendance records and grades.

**(February 1, 2012 - ongoing) Administrative assistant at the Division of Graduate Studies and Research;
Khazar University**

- Checking, registering and sealing the documents
- Registering PhD students
- Checking plagiarism of master theses
- Other duties as required

(March, 2008– June, 2009) English teacher for Lenkaran State Humanitarian College

- Organising and delivering classroom lectures to students.
- Preparing classroom materials and handouts.
- Evaluating students' class work and assignments.
- Recording student attendance records and grades.

(Sep, 2007– June, 2010) English teacher for Lenkaran School #8

- Teaching students English
- Preparing classroom materials and handouts.
- Evaluating students' class work and assignments.
- Recording student attendance records and grades.

EDUCATION AND TRAINING

(2010 – 2012) M.A. in Linguistics
Azerbaijan University of Languages

(2003 –2007) B. A. in English Language and literature
Lankaran State University

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
	Replace with name of language certificate. Enter level if known.				
	B2	B2	B2	B2	B2
Italian	Replace with name of language certificate. Enter level if known.				

Communication skills Cooperative, people oriented, sociable

Job-related skills Able to meet deadlines, active, adaptable, work well with others

Computer skills MS Word, Power point, Excel, Outlook