


PERSONAL INFORMATION **Diana Gayibkhanova**

 Javanshir str 21A, Az1027 Baku (Azerbaijan)

 diana.gayibkhanova@khazar.org

**Position** English Language Instructor  
Translator

## WORK EXPERIENCE

01/04/2010–Present **Teacher**

CELT Colleges, Baku (Azerbaijan)

- Teaching English language to individuals and groups.
- Grouping students and updating study program for General and Academic English.
- Controlling the exam procedure.
- Helping students with registration to exams and counseling in education abroad.

01/09/2015–01/01/2016 **Consultant**

ADA University, Baku (Azerbaijan)

- Helping students prepare papers for submission
- Giving feedback
- Peer-teaching

01/09/2009–01/04/2010 **Translator**

KIA Motors, Baku (Azerbaijan)

Translating different materials concerning automobiles, new specifications, press releases, letters, emails etc.

01/09/2007–01/01/2008 **Teacher**

WAMY ( World Assembly of Muslim Youth)

- Teaching English in groups.
- Choosing appropriate study material for students.
- Establishing effective program.

01/09/2003–01/12/2008 **Teacher**

Esperanto Ltd., Baku (Azerbaijan)

Teaching English to individuals and groups as well as preparation of students for entrance examinations to high schools.

## EDUCATION AND TRAINING

01/09/2015–21/12/2016 **International MBA**

ADA University, Baku (Azerbaijan)

01/09/2006–16/02/2011 **B.A in English Philology**  
University of Languages, Baku (Azerbaijan)

2015 **SE Examiner (KET, PET,FCE)**  
Cambridge ESOL, Baku (Azerbaijan)

2014 **IELTS ( 8.0 )**  
British Council, Baku (Azerbaijan)

2014 **Academic Writing and Reading Teacher Training**  
University of Languages, Baku (Azerbaijan)

2013 **CiSELT (Certificate in Secondary English Language Teaching )**  
British Council

2012 **TESOL**  
Trinity College, London (United Kingdom)

2012 **TKT 1,2,3**  
British Council, Baku (Azerbaijan)

## PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2
Spanish	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills Good negotiating and people management skills gained through working with students of different ages.

Organisational / managerial skills Good organizational and leadership skills built through working as a head teacher for over five years.

Job-related skills Good mentoring skills achieved through consulting students on education abroad.

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid

**Other skills** Tolerant and flexible to different situations.

**Driving licence** B

**ADDITIONAL INFORMATION**

- Courses and Projects**
- 2014, September-Summer School for Young Leaders in Education. Joint project of Ministry of Education, Madad Azerbaijan, US-Educated Azerbaijani Alumni Association and Center for Innovations in Education. Certificate.
  - 2013, October-Translated for UN observers during the presidential elections (Khatai.dst)
  - 2013, February-Training on English Language Teachers' Professional Development. Joint project of Madad Azerbaijan and British Council to increase awareness of e-resources on English language learning and instruction.
  - 2013, February-Teacher Development Workshop. Exam Booster - IELTS & Cambridge Suite. By English in Action UK expert David Ritson.
  - 2013, February- Teacher Development Workshop for Primary & Secondary School Teacher and University Teachers.
  - 2012, December-Teacher Development Workshop aimed to introduce modern teaching techniques and develop professionalism by English in Action UK expert David Ritson.
  - 2010- Training on improving teacher's professional skills held by MADAD Azerbaijan and The Ministry of education. Certificate