

PERSONAL INFORMATION

Lala Aliyeva



📍 Sabunchu dist., Anashkin str., home 16/3, Baku, Azerbaijan, AZ1034

✉ Lale.aliyeva@khazar.org

Sex Female | Date of Birth 06/07/1986 | Nationality Azerbaijan

POSITION

English Language Instructor at Khazar University

WORK EXPERIENCE

01.09.2009  
Up to now

**Lingva School**

Valeriya Sabitova (Employer)

**Instructor on IELTS, TOEFL, SAT (VERBAL), IGCSE programs**

- Working with students on developing their language skills (Reading , Listening, Speaking and Writing)
- Monthly meeting with parents and students for giving feedback about improvement level of students
- Preparing changeable programs using different sources (both online and library materials) suiting the level of students
- Contributing to the program development of the School by providing the staff with brand new materials

and handouts

- Reporting to the director about international exam dates, the number of students who are going to take exam and giving liction about scores of the students who will take exam

01.06.2009  
31.08.2009

**UAFA**

Gwen Burchell (Employer)

**Translator**

- Translating official documents about Rehabilitation and Reunification of disabled children
- Escorting foreign guests (special needs experts and doctors) during International conferences for simultaneous translation

01.06.2007  
01.06.2008

**AC Nielsen LLC (Marketing and Audit Company)**

**Chief Manager**

- Cooperating with International Manufacturers (P@G, Coca –Cola, Colgate Palmolive, Unilever, Marlboro)
- Providing these companies with information about monthly sales of their products in Azerbaijan Markets
- Operating the DMS (Data Management System) Department
- Responsibility of collecting data from local auditors

EDUCATION AND TRAINING

- June, 2012      **CELTA** by Cambridge University (attended course in Georgia)

Certificate of English Language Teaching for Adults (Teacher Training)

Methods of interactive language learning and assessment for second language learners
  
- 2008-2010      **Azerbaijan International University**

European countries and languages (Master's)
  
- 2003-2007      **Azerbaijan University of Languages**

English Teacher (Bachelor's)
  
- April, 2007      **Data Management Training (Kiev, Ukraine)**

Applied methods of managing data through special computer programs

PERSONAL SKILLS

Mother tongue(s)      Azeri

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	Replace with name of language certificate. Enter level if known.				
Russian	B1	B1	B1	B1	B1
	Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

Office Microsoft

SELF-ASSESSMENT		
EXCELL	WORD	PPT
Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user