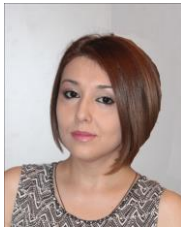


PERSONAL INFORMATION

Lala Gamidova



 Baku, Azerbaijan

 Lala.hamidova@khazar.org

Female

Date of birth 05/11/1981 |

WORK EXPERIENCE

a) Khazar University (09/2013-up to now)

English Language Instructor

Courses taught:

English Foundation1, English Foundation 2, Advanced Study Skills, Academic English, English Composition

Responsibilities:

- Providing students with teaching aids
- Compiling tests
- Evaluating students' knowledge

b) Peter the Great Saint-Petersburg Polytechnic University, Institute of Humanities, Linguistics and Cross-Cultural Communication Department

- Compiling, developing and coordinating programs for MA students majoring in Linguistics
- Drafting English language programs for Ph.D fellows

2. "A+A Group of Companies" (09/2011-02/2012)

Position: PA to the Vice-President

Responsibilities:

- Translation/preparation of required documentation
- Correspondence management
- Calendar management

- Travel planning and booking
- Meeting arrangement

3. Self-employed 09/2008-09/2012**4. “Eurotourism” travel agency**

Position: Tourism and marketing manager 03/2008-07/2008
(*Reasons for leaving: no chances for career growth and promotion*)

Responsibilities:

- Tour packages preparation
- Establishing professional contacts with tourism agencies
- Collaboration with hotels management throughout the world
- Web-site update
- Advertising and marketing
- Attending to clients’ needs

11/2007-04/2008- Maternity leave**5. Jewish Agency for Israel in Azerbaijan “Sokhnut”**

Position: Teenage groups educational supervisor
Project administrator

Responsibilities:

- Educational aspects of upbringing
- Arranging and delivering lectures on teenagers’ related topics
- Presentations on historical, social and educational issues
- Participation in seminars abroad
- Organizing cultural events

6. “ABB Azerbaijan LTD.”

Position: Project Administrator 05/2005-02/2006

Project Site Responsibilities:

- General site administrative duties
- General and Project document handling
- Administration of Project time writing
- Translation and interpreting
- Client interfacing

Head Office Responsibilities:

- General Office Administrative duties

- QA/QC of project procedures
- Preparation and submission of client reports

7. “ABB Vetco Gray Azerbaijan”

Position: Office Manager from 09/2004-05/2005

Responsibilities:

- Business correspondence
- Filing documents
- Translation and interpreting
- Handling office situations

8. Youth Club “Hillel”

(Supervised by the American “JOINT” organization), 2002-2004

Responsibilities:

- Editing a newspaper
- Arranging meetings with embassy representatives
- Teaching, performing and staging dances within the framework of cultural exchange program
- Participating at congresses as Project Coordinator
- Monthly, quarterly and annual reports

9. Khazar University (1997-2002)

Responsibilities:

- Participation at research conferences as an interpreter and immediate participant
- Arranging meetings and interviewing participants of conferences
- Arranging meetings with Embassies representatives within the framework of Khazar University international activities

EDUCATION AND TRAINING

- Peter the Great Saint-Petersburg Polytechnic University, Institute of Humanities, Linguistics and Cross-Cultural Communication Department

Ph.D. Fellow

Field of Study: Education and Pedagogical Sciences, code 44.06.01

Qualification: Theory and Methods of Teaching Foreign Languages

- Peter the Great Saint-Petersburg Polytechnic University, Institute of Humanities

M.A. in Linguistics

- Khazar University.

B.A. Degrees in English/Journalism (Honour Diploma)

- Business and Professional Communications
- Business Law
- Corporate Finance
- International Business

PERSONAL SKILLS

- Good at establishing contacts with people
- Adaptable to various audiences & environments
- Excellent communication skills (verbal and written)
- Quick Learner
- Enthusiastic and keen

Mother tongue

Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Azerbaijani	C1	C1	C1	C1	C1
Hebrew	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2
Turkish	B2	B2	B2	B2	B2

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

Computer skills

- good command of Microsoft Office™ tools