

PERSONAL INFORMATION**Saadat Farhadova Davud**

 Baku, Yasamal District, Mammad Rahim Str,534/ flat 29

 sfarhadova@khazar.org

Sex Female | Date of Birth 09.06.1980 | Nationality Azerbaijani

WORK EXPERIENCE

2015, May-up to now

English Language Instructor
Khazar University

Responsibilities: Instructing English Language Minor Programmes at School of Economics and Management

2011, Sept-2015, May

Local Coordinator for English programs at School of Economics and management
Khazar University.

Responsibilities:
Work with all department teachers assigned to the School in order to ensure the quality and smoothness of English Language classes.
Serving teachers, the Department and the School by facilitating good communication and encouraging good practices

2012, Jan- 2014, Sept

Committee member for Assessment of Departmental Effectiveness at English Language and Literature Department
Khazar University

Responsibilities: Serving the department and the university in establishing and maintaining appropriate metrics for the assessment of effective department performance and ;
Advising the chair in the creation and implementation of a process for assessing department performance using these metrics on a regular basis.

2007,Sept – 2011 , May

English Language Instructor
Khazar University

Responsibilities:
Teaching English courses like English Foundations, English for Professional Communication, ALS, Academic English, ESP on Economics)

2008, Feb.- 2009, Jan.

English Language instructor
TCS LTD.

Responsibilities: Tutorship
Teaching Business English
Teaching English to adults and preparing them for international examinations like TOEFL, IELTS

2003, June – 2007, Sept.

Head instructor,
INTELLECT” LLC

Responsibilities: Tutorship, translation, holding English conversations clubs for non-native speakers , Teaching EFL

2002, Jan.- 2003, June

Office Administrator
“GUNAY” LTD

Responsibilities: Office management, organizational concerns, control and value of employees

2000, May – 2001, Nov.

Interpreter
OKLAHOMA” LLC

Responsibilities: Translation, Interpretation, Language solutions

EDUCATION AND TRAINING

1998-2002

Azerbaijan University of Languages
Bachelor of Art in English Philology
Honors Diploma

2002-2004

Azerbaijan University of Languages
Master of Art in Linguistics
Honors Diploma

THESIS TITLE: “ The historical Development of Degrees of Comparisons of Adjectives and Adverbs in the English Language”

CERTIFICATES

IATP (Internet Access Training Program)

Intellect LLC (computer courses)

Tutor training courses: Exploiting Communicative Activities for Lexical and Structural Practice (English in action), accredited by EAOUALS, UK

36 -hour TKT Course with The British Council ADA University English Centre (Cambridge / ESOL)

Applied Linguistics and Research Methodology, Khazar University/ Baku, Azerbaijan

PERSONAL SKILLS

LANGUAGES

Mother Tongue: Azerbaijani

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Reading	Spoken interaction	Spoken production		
English	C2	C2	C2	C2	
Turkish	C2	C2	C2	C2	
Russian	C2	C2	C2	C2	
French	C1	C1	C1	C1	

Communication skills

- Willing to learn, committed, responsible
- Good communication skills, sociable, outgoing;

Organisational / managerial skills

- Motivated, high-energy, creative educator fostering student learning;
- Ability to individualize instruction based on students’ interests and needs;
- Proven ability to develop rapport with students, consideration and empathy with them;

Job-related skills

- Knowledge of the modern teaching aids, proficiency in computer handling and online resources;
- Possession of good preparation and lesson planning skills;
- Use of a student-centered, nurturing environment to aid students in gaining oral and written proficiency;
- Strong passion of teaching, inspirational

Computer skills

Windows XP Microsoft Office(Word, Excel, Access) Internet Explorer, Power Point, Corel Draw.