

PERSONAL INFORMATION

Sevil Huseynova-Hepworth



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 Sevil.Huseynova@khazar.org

Sex female | Date of birth 19/04/1970 | Nationality Azerbaijani

EDUCATION AND TRAINING

1990-1995 BA Degree in teaching English as a secondary language.
Azerbaijan State University of Languages

2003-2005 Master's Degree in Tourism and Hospitality Business Western University
2015-2017 Master of Research obtained from the University of Liverpool

Personnel Development Programme:

I am currently EdD (Education Doctor Practitioner) student at the University of Liverpool to enhance my teaching skills, develop my researching and further develop my change agent skillset.

WORK EXPERIENCE

February 2011 to current

English Language Instructor**Khazar University**

Teaching English language. Courses taught include:

Communication English

English for Business communication

English for Journalists

Academic English

Foundations 1-2

March 2006 to January 2011

Owner Manager**Midas Leisure (The Lighthouse Inn)**

I designed and developed the business based on a British country restaurant retreat. I was the active owner/manager overseeing all aspects of the business, such as, designing menus, accounts, stock management and providing hospitality that clients were looking for. The business had a good reputation for occasional dining, parties, weddings and hanging out. I developed the business with an initial business plan and my own investment, based on the business plan, the business exceeded the success estimate. My passion has always been in teaching, and I have been successful in business, this has given me security and opportunity to follow my dreams and provide a service.

September 1998 to March 2006

Owner Manager
**Midas Leisure (catering /English courses
for catering and hospitality staff)**

I developed premises for delivering British catering that included teaching catering and hospitality through workshops. I developed the business with an initial business plan and my own investment. My duties included business design and development, roles, responsibility and HR process for the 20+ staff, contracts and procurement with suppliers, marketing and constantly monitoring the market conditions, management of the municipality and local governance, accounts management and stock, and taxation. In addition, I was actively teaching and performing in the workshops and looking at where to tweak changes to enhance the business. Based on the business plan, the business exceeded the success estimate. Furthermore, I sold the business at a profit.

April 1995 to September 1998

Co-Owner Manager
Hepworth Construction Ltd

I was instrumental and involved in the creation of a successful British construction organization opening in Baku, Azerbaijan. I was also the co-owner of the organization, taking the secretarial position. I was the key support and interface liaison from Azerbaijan, dealing with the local government and ensuring the organization adhered to local policies.

August 1994 to April 1995

Interpreter
Observer Magazine

Interpreting for a team of British Journalists that were preparing country economic report on Azerbaijan. Responsibilities included interpreting for the journalist at the meetings they had with local political and business leaders. Translating news bulletins from Russian into English.

March 1994 - August 1994

Office Administrator/Manager
Morrison Construction Ltd

Day-to-day running of the office. Responsibilities included keeping workers time sheets, translating and interpreting, answering phone calls.

February 1993 March 1994

English Interpreter
Khabar News Service (Russian –English translator)
Translated daily news bulletins.

January 1992-February 1993

Radio presenter and reporter
**“Voice of Azerbaijan”, English Service,
Azerbaijan TV and Radio Company**

Main responsibilities included the translation of news bulletins from Russian into English, conducting interviews with prominent figures in art and politics, reporting from the parliament of Azerbaijan and reading news on the air.

Mother tongue(s) Russian

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

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

Communication skills

- ✓ I have achieved in the business world, and in emergent market environments
- ✓ I have the ability to learn from myself and from others, through collaboration and through doing

Organisational / managerial skills

- ✓ I understand the need for change, and possess change agent skills
- ✓ I have been successful in overlapping management processes and stepping in to take responsibility
- ✓ I embrace challenge and look for new opportunities from change

Job-related skills

- ✓ I am successful in communication and teaching abilities

Computer skills

- ✓ Microsoft Word, Excel and Power Point, I also fully interact with the internet in research and web development.

Other skills

Driving licence

- ✓ driving licence category: B