


PERSONAL INFORMATION

Aliya Guliyeva



 1Shovket Mammedova, Baku (Azerbaijan)

 012 562 83 95  050 499 99 13

 quliyeva_aliya@mail.ru

Sex Female | Date of birth 23/06/1984 | Nationality Azerbaijani

WORK EXPERIENCE

- 09/2007–Present **Instructor/English Language**
Khazar University, Baki (Azerbaijan)
- 09/2007–Present **Instructor/English language**
№311 Secondary school, Baki (Azerbaijan)
- 09/2005–09/2007 **Instructor/English language**
№ 53 Secondary School, Baki (Azerbaijan)

EDUCATION AND TRAINING

- 20/03/2015 **TKT (Teaching Knowledge Test)** Band 3
Cambridge University, Baki (Azerbaijan)
- 2015 **TKT Course**
British Council and ADA, Baki (Azerbaijan)
- 10/2014–12/2014 **English Language and Teaching Methodology Workshop**
United States Embassy, Baki (Azerbaijan)
- 2013 **Azerbaijani 21st Century English Teacher Mid-Winter Seminar**
Khazar University, Baki (Azerbaijan)
- 05/2013 **FIRST CERTIFICATE of Professional Development**
Khazar University, Baki (Azerbaijan)
- 05/2013 **TEACHING PRONUNCIATION**
Khazar University, Baki (Azerbaijan)
- 30/04/2011 **Exploiting Communicative Activities for Lexical and Structural Practice**
Khazar University, Baki (Azerbaijan)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C1	C1	C1	C1	C1
Arabic	B1	B1	B1	B1	B1
Turkish	C2	C2	C2	C2	C2

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**
- Excellent written and verbal communication skills.
 - Confident, articulate, and professional speaking abilities (and experience)
 - Empathic listener and persuasive speaker.
 - Writing creative or factual.
 - Excellent presentation and negotiation skills.

- Organisational / managerial skills**
- Time management - prioritizing lesson activities
 - Able to balance single and group learning
 - Daily and monthly lesson planning
 - Punctual and ready for a variety of attendance
 - Creation and maintenance of reusable files
 - Developed logical level system for teaching usage and grammar rules
 - Tracking grades and progress for report cards
 - Meeting University deadlines

- Job-related skills**
- classroom management;
 - planning, preparing and delivering lessons to a range of classes and age groups;
 - marking and providing appropriate feedback on oral and written work;
 - attending and contributing to training sessions;
 - freelance teaching on a one-to-one basis;
 - basic administration, such as keeping student registers and attendance records

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