

## PERSONAL INFORMATION



## Gulnur Mirnedjef Nabiyeva (Miriyeve)

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Sex Female | Date of birth 11/11/1986 | Nationality Azerbaijanian

## POSITION

## English Language Instructor

## WORK EXPERIENCE

2010–Present

## English Language Instructor

Khazar University, Baku (Azerbaijan)

- Instructor of **Minor courses**
- Instructor of **Major courses**
- Instructor of **Functions and Structures of Grammar ( pre-advanced and advanced)**
- Instructor of **Psycholinguistics (for Master's degree)**

2013–2015

## English Language Instructor

Limited Language Solutions, Baku (Azerbaijan)

- Tutored students in various English subjects
- Taught general English for different levels, focusing on special terminology (Marine Terminology) for BUE Caspian Topaz Company
- Taught general English for different levels, focusing on special terminology (Business Terminology, Oil and Gas Terminology) for different companies.

2009–2012

## Tutor

Education Abroad, Magnitogorsk (Russia)

- Assisted students with preparation for TOEFL and IELTS standardized international testing by providing explanation using various methods for achieving excellent results
- Tutored on improving spoken English for adults, teenagers and children.
- During the year prepared students for passing the oral tests in colloquial American consulate for further studying or working in the U.S.A

2008–2009

## Technical Translator

Magnitogorsk Metallurgy Plant, Magnitogorsk (Russia)

- Translator of various treaties, orders and agreements with foreign firms.
- Technical translator of manuals for equipments.
- Worked as a simultaneous interpreter with delegations from Canada.

2006–2008

## English Teacher

Private English School “English Accent”, Magnitogorsk (Russia)

- Successfully prepared students for English examinations.
- Prepared students for passing different level tests in English.

- Prepared students for the program in deep studying of English.
- Successfully prepared students for entrance exams.
- Tutored students from eighth to eleventh grades, using teacher's curriculum to raise their level from A1 to B2 over the course of a year

## EDUCATION AND TRAINING

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2013–Present	<b>Ph.D</b> Khazar University, Baku (Azerbaijan)
2004–2009	MaGU (Magnitogorsk State University), Magnitogorsk, Chelyabinsk Region, (Russia) Faculty: Linguistics and Translation studies
Jan 2015–Feb 2015	<b>TKT, Module 2 ( Lesson planning and use of resources for language teaching)</b> British Council, Baku (Azerbaijan)
Jan 2015–Feb 2015	<b>TKT, Module 3 ( Managing the teaching and learning process)</b> British Council, Baku (Azerbaijan)
Oct 2014–Nov 2014	<b>English Language Teaching Methodology Workshop</b> Khazar University and sponsored by the U.S.A Embassy, Baku (Azerbaijan) Successfully participated in an 8 - week training program
3 Feb 2014–7 Feb 2014	<b>Academic Writing Workshop</b> Ufuq-S and SIL International, John M. Clifton, Baku (Azerbaijan) Has successfully completed
Mar 2013–Apr 2013	<b>TKT, Module 1 (Language and background to language learning and teaching)</b> British Council, Baku (Azerbaijan)
Apr 2013–May 2013	<b>First Certificate of Professional Development</b> Khazar University, by the Chair of the Department Calvin Tiessen, Baku (Azerbaijan)
Oct 2012–Feb 2013	<b>Academic Writing Teacher Training Program</b> Azerbaijan University of Languages, Baku (Azerbaijan) Has successfully completed a two level course of the Academic Writing Teacher Training Program of the Academic Writing and Reading Center attached to the Department of Innovations in Teaching and Further Education.  Has faithfully participated in various <b>seminar discussions, workshops, projects, Interactive and communicative methodology training programs</b>

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	C2	C2	C2	C2	C2
German	A2	A2	B1	A2	A2
Turkish	C1	C1	C2	C2	C1

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

- Able to communicate complex information to individuals and groups, make presentations and respond to questions in both educational and workplace settings.
- Excellent presentation and negotiation skills
- Excellent written and verbal communication skills
- Speaking in public, to groups, or via electronic media

Organisational / managerial skills

- Part of a team to design new office procedures
- Facilitated staff planning meetings, promoting individual high level of personal achievement

Job-related skills

- Applied the necessary teaching strategies to use in classrooms with various skill levels.
- Gained experience on various teaching methods by being observed by different foreign teachers (native English speakers) of major and minor classes
- Designed various cross-curriculum warm-up activities to enhance connections between school and university subjects for first year students.
- Managed classrooms of over thirty students.
- Curriculum Knowledge
- Created a Comfortable Learning Environment and new ideas in delivering materials
- Developed a curriculum which fostered student's creativity and critical thinking in thematic units and designed appropriate curriculum and programs, keeping in mind students' levels and goals.
- Collaborated with teachers during a seminar on how to integrate effective grouping strategies in class.
- Continuously taught, reflected, and modified skills by providing students with original homework assignments, review lessons.
- Assisted students during regular class time in order to ensure their understanding of the daily lessons and lectures
- Participated in team meetings in order to collaborate on lesson plans and assess student progress

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving

Independent user	Independent user	Independent user	Independent user	Independent user
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Digital competences - Self-assessment grid

- Microsoft Office – word, excel, access and power point