
Parvana Salmanova

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Skills

- Computer Skills
- Basic Math
- Windows
- MS Office (Word, Excel, PowerPoint, Access, Publisher, Outlook)
- Photoshop
- HTML5
- CSS3
- Bootstrap
- Wordpress
- Matlab
- Latex

Experience

WEB CONTENT COORDINATOR | 09/2017 - Current

www.khazar.org - Baku, Azerbaijan

- Managing, coordinating and posting content on the Khazar University's website.
- Reviewing information and elements regularly on website and its pages for accuracy and functionality.
- Utilizing graphics, videos and designs to build website aesthetic.
- Managing digital archives of photographs, organized files and protected against loss.
- Editing images
- Coordinating content creation
- Consulting with management and editorial staff regarding placement and story development.

INTERNET PROGRAMMING TEACHER | 09/2019 - 09/2022

Khazar University - Baku, Azerbaijan

- Taught students to build layouts according to website parameters using HTML5 and CSS3.

COMPUTER SCIENCE TEACHER | 09/2017 - 06/2022

Khazar University - Baku, Azerbaijan

- Planned and led lessons on basic computer skills, keyboard techniques and internet use.
- Assisted students with developing thesis topics by offering suggestions and contacting appropriate research sources.
- Created tests and assignments to assess student knowledge of presented coursework and lecture materials.
- Collaborated with staff members on curriculum planning and incorporation of computers into different class lesson plans.
- Developed lectures addressing variety of computer science topics to engage and educate students.
- Instructed students on methods for streamlining work using available tips and tricks.
- Monitored student progress through frequent assessments of various computer tasks.
- Collaborated with other subject and grade-level teachers to build complementary educational frameworks for students.
- Scheduled group and private tutoring sessions to assist students requiring extra help.

COMPUTER PROGRAMMER | 10/2002 - 08/2017

Azerbaijan National Academy of Sciences - Baku, Azerbaijan

- Developed databases, web forms and file systems to fill different needs.
- Coordinated installation of software systems and collaborated with user experience team on design and implementation of new features.
- Recommended and executed plans to improve development tools and processes.
- Authored technical papers and produced detailed reports.

COMPUTER SCIENCE TEACHER | 09/2004 - 06/2017

Azerbaijan National Academy of Sciences - Baku, Azerbaijan

- Presented "Computer Science" subject to PhD students and Dissertationists

COMPUTER SCIENCE TEACHER | 09/2011 - 09/2012

Azerbaijan University - Baku, Azerbaijan

- Planned and led lessons on basic computer skills, keyboard techniques and internet use.
- Assisted students with developing thesis topics by offering suggestions and contacting appropriate research sources.
- Created tests and assignments to assess student knowledge of presented coursework and lecture materials.
- Collaborated with staff members on curriculum planning and incorporation of computers into different class lesson plans.
- Developed lectures addressing variety of computer science topics to engage and educate students.
- Instructed students on methods for streamlining work using available tips and tricks.
- Monitored student progress through frequent assessments of various computer tasks.
- Collaborated with other subject and grade-level teachers to build complementary educational frameworks for students.
- Scheduled group and private tutoring sessions to assist students requiring extra help.

COMPUTER SCIENCE TEACHER | 09/2010 - 09/2011

High School #42 - Baku, Azerbaijan

- Presented "Computer Science" subject to High School Teachers

COMPUTER SCIENCE TEACHER | 06/2009 - 07/2009

High School #2 - Gakh, Azerbaijan

- Presented "Computer Science" subject to High School Teachers

COMPUTER SCIENCE TEACHER | 09/2008 - 06/2009

Baku State University - Baku, Azerbaijan

- Planned and led lessons on basic computer skills, keyboard techniques and internet use.
- Taught internet safety tips and online etiquette.
- Assisted students with developing thesis topics by offering suggestions and contacting appropriate research sources.
- Led hardware development and software programming courses, using case studies to give students real-world scenario experience.
- Built and expanded knowledge of IT trends by attending professional workshops, seminars and conferences.
- Collaborated with staff members on curriculum planning and incorporation of computers into different class lesson plans.
- Created tests and assignments to assess student knowledge of presented coursework and lecture materials.
- Expanded student learning by incorporating extra-curricular computer science activities.
- Instructed students on methods for streamlining work using available tips and tricks.

COMPUTER SCIENCE TEACHER

State Students Admission Commission - Baku, Azerbaijan

- Presented "Computer Science" subject to bachelor grade students

Baku State University - Azerbaijan | Master of Science

Information Technology, 06/2010

Baku State University - Azerbaijan | Bachelor of Science

Applied Mathematics, 06/2002

School #250 - Azerbaijan | High School Diploma

05/1998

Interests

- Reading
- Internet surfing
- Music
- Fine art
- Travel
- Beading art

Languages

Azerbaijani:



Native/ Bilingual

Russian:



Professional

English:



Professional

Turkish:



Full Professional

Websites, Portfolios, Profiles

- www.khazar.org

Certifications

- MOS Certification Microsoft Office Word 2016
- MOS Certification Microsoft Office Excel 2016
- MOS Certification Microsoft Office PowerPoint 2016

Accomplishments

- Information Society: "Interesting Chronological Facts" - Book author
- Computers Science: "Preparatory Tests for Graduate Students" - Book author
- Public TV "Virtual Ring" Intellectual Game – Participating in preparation of questions