

Aydan Rahimova Bayram



Date and place of birth 24/03/1991, Baku

Citizenship Azerbaijani

Gender Female

Contacts: 055 8267025/aydanrahimova@yahoo.com

Education:

Azerbaijan Tourism and Management University

Doctorate in Culturology and its general issues
(2023)

Azerbaijan University of Languages (2014-2016)

Masters in Linguistics

University Entrance Point- 105(150)

Azerbaijan University of Languages (2009-2013)

Bachelors in English Language Teaching

University Entrance Point- 598(700)

GPA – 92

Awards:

IELTS

British Council 2022-07-23

Overall Band Score: 7.5

- Listening 7.5
- Reading 8.5
- Writing 6.5
- Speaking 7.5

Microsoft Certified Educator

Elm və Təhsil Nazirliyi 2023-05-21

21st Century Learning Design

**Dean's Honor Lists for best examination
results**

Work experience:

The English Language Instructor - “Idrak” Lyceum/ 2019 - 2023

- Assessing students’ abilities and crafting teaching plans
- Adapting learning materials to students’ needs
- Keeping track of and reflecting on students’ progress
- Monitoring children’s behavioral patterns and arranging appropriate interventions if needed
- Managing classroom crises and resolving conflict
- Preparing students for transition to the next grade

Teacher Trainer – Innovative Technologies in Education (ITE) with the Ministry of Science and Education/ International Teaching Platforms / 2022

- Gave lectures to the English language teachers about ways of using internationally recognized platforms in their classrooms in order to be able to improve students’ listening, reading, writing and speaking abilities.
- Used diagnostic assessment via Internet
- Collected feedback from participants
- Prepared reports to send to the Ministry of Education and Science

Teacher Trainer – Innovative Technologies in Education (ITE) with the Ministry of Science and Education/ Distance training program / 2020

Main Focus – How to develop Reading Comprehension Skills of schoolchildren.

- Gave lectures to primary school teachers about ways of “Developing Reading Comprehension Skills” in their groups.
- Used diagnostic assessment via Internet
- Gave information about examination and other prospects of training
- Collected feedback from participants
- Prepared reports to send to the Ministry of Education and Science

Teacher Trainer – Innovative Technologies in Education (ITE) with the Ministry of Science and Education/ 2019

Main Focus - Teachers’ Professional Development Training on School’s Internal Assessment System

- Taught the given study material to foreign language teachers
- Presented the concept of assessment in the study plan to teachers
- Used reflection to deepen understanding of the taught material and to assess it
- Made sure teachers put the learning into practice, correcting mistakes
- Registered participants, handing out the needed study material
- Used diagnostic assessment in classroom

- Used summative assessment in classroom
- Listened to the concerns teachers have regarding assessment and showed possible ways to solve such issues
- Reassessed progress in the course of training
- Prepared reports to send to the Ministry of Education and Science

Teacher Trainer – Azerbaijan Teacher Development Centre (ATDC) with the Ministry of Science and Education/ 2018

Main Focus – How to develop Reading Comprehension Skills of schoolchildren.

- Gave lectures to primary school teachers about ways of “Developing Reading Comprehension Skills” in their groups.
- Focused on the practical use of the material.
- Ran simulations, different types of games and methods among teachers to help them understand the needs of primary school children more by acting like them
- Used diagnostic assessment in classroom
- Used summative assessment in classroom
- Gave information about examination and other prospects of training
- Collected feedback from participants
- Prepared reports to send to the Ministry of Education

Venue Operations Specialist/Games Time Venue Operations Manager - Baku European Games Operation Committee (BEGOC) / 2014-2015

- Collaborated with other BEGOC functions, especially worked closely with the Accreditation Department; gave permissions and issued accreditations to guests to enter the venue
- Provided solutions to the occurring issues in the whole venue and its stakeholders in a timely manner
- Organized meetings before and after Games, ensured the participation of all departments

Volunteering:

Volunteer – ASAN service/ 2013

1st degree certificate

- Assisted citizens to fill in the documents
- Gave information and directed citizens to the needed departments
- Conducted surveys to measure citizen satisfaction with Centre’s performance

Language skills:

- Azerbaijani –native
- English-advanced (IELTS Academic **Overall 7.5** L-7.5, R-8.5, W- 6.5, S- 7.5)
- Russian-intermediate
- Turkish-upper intermediate

Trainings:

- Organising and conducting distance learning/ ITE, 2020
- Microsoft Office Program/ Idrak Lyceum, 2019
- School Curriculum/ Idrak Lyceum, 2019
- International Baccalaureate (IB) programme/ Idrak Lyceum, 2019
- Developing Reading Comprehension skills/ Azerbaijan Teacher Development Centre, 2018
- Leadership/ Baku European Games Operation Committee Centre, 2015
- Venue Operations Manager Role/ Baku Shooting Centre, 2015
- Networking/ Baku European Games Operation Committee Centre, 2014

Digital Competence:

Microsoft Office (MS Word, Power Point, Excel), Microsoft Outlook Express, Google Forms, Google Drive, File conversion, sending multiple emails simultaneously, etc.

