

LALA KARIMOVA



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lala.azergizi@gmail.com (+994 50)2706230

EDUCATION

*Ma in Education Management (MAEM), ADA University, Baku, Azerbaijan,
September 2017 - May 2019*

*BA in Philology (English), Azerbaijan University of Languages, Baku,
Azerbaijan, September 2007 - May 2011, Honors Diploma*

PROFESSIONAL POSITIONS

*English Teacher, Modern Educational Complex named in Honour of Heydar Aliyev,
Secondary School: International (Cambridge), Azerbaijani and Russian Streams, Baku,
Azerbaijan, November, 2022 – present*

*Responsibilities: planning, preparing and delivering lessons to a range of classes and age
groups; evaluating students' class work, assignments; arrangement of movie classes;
preparing and evaluating micro tests, undertaking administrative tasks, such as keeping
student registers and attendance records*

*Homeroom teacher, Modern Educational Complex named in Honour of Heydar Aliyev,
Secondary School: International (Cambridge) Stream, Baku, Azerbaijan, November,
2022 – present*

*Responsibilities: assist in the development of learning materials, preparing schemes of
work and maintaining records to monitor student progress, achievement and attendance;
perform pastoral duties including student support, counselling students with academic
development and providing student encouragement; communicate effectively with all*

parties such as students, parents, peers and line managers on a regular basis on students' progress; cooperate with the Student Council on events, elections and plans; provide a positive environment in which students are encouraged to be actively engaged in the learning process

PSHE teacher, Modern Educational Complex named in Honour of Heydar Aliyev, Secondary School: International (Cambridge) Stream, Baku, Azerbaijan, November, 2022 – present

Responsibilities: planning, preparing and delivering lessons by teaching the value of emotions, building the skills of emotional intelligence, creating and maintaining a positive school climate

Editor&translator, Khan Academy, Baku, Azerbaijan, March, 2023 – present

Responsibilities: translating and editing videos

English Teacher, Baku Istanbul Lyceum, Secondary School: International Stream (Cambridge), Baku, Azerbaijan, May 10, 2022 – October, 2022

Responsibilities: planning, preparing and delivering lessons to a range of classes and age groups; evaluating students' class work, assignments; arrangement of movie classes; preparing and evaluating micro tests, undertaking administrative tasks, such as keeping student registers and attendance records

English Teacher, Celt Colleges, Baku, Azerbaijan, February 2022- May 2022

Responsibilities: planning, preparing and delivering lectures to a range of classes and age groups; evaluating students' class work, assignments; arrangement of movie classes; undertaking administrative tasks, such as keeping student registers and attendance records

English Teacher, Western Caspian University, Baku, Azerbaijan, September 2021- December, 2021

Responsibilities: planning, preparing and delivering lectures to a range of classes and age groups; evaluating students' class work, assignments, quizzes, midterm tests and exams; preparing examination papers; undertaking administrative tasks, such as keeping student registers and attendance records

English Teacher, Kaspi Lyceum, Baku, Azerbaijan, September 2019–May 2020

Responsibilities: planning, organizing and delivering classroom lectures; evaluating students' class work and assignments; preparing and evaluating micro tests, creating instructive materials, including audio and video resources; providing feedback to parents via online system

Human Resources (HR) Specialist, "ABC-Telecom" LLC, Baku, Azerbaijan, 11/2018–09/2019

Responsibilities: administrative support; management of personnel records and documentation; performing background checks; interviewing job candidates; recruiting and orienting new employees

Assistant to the General Director, "ABC-Telecom" LLC, Baku, Azerbaijan, 08/2011 – 11/2018

Responsibilities: administrative support; agenda, calendar, visits, and travel planning; phone calls management; drafting correspondence and presentations; performing basic accounting functions; developing and maintaining financial databases and reports

Assistant to the Honorary Consul, Consulate of the Republic of Slovenia in Baku, Baku, Azerbaijan, 08/2014 –11/2018

Responsibilities: agenda and calendar management; organizing meetings, conferences and events (workshops, exhibitions, culture days); receiving guests; travel, visa, and accommodation arrangement; drafting official letters and responding to official queries

General and Business English tutor (online/face-to-face) Baku, Azerbaijan, 10/2008–present

Responsibilities: lecturing to a range of age groups; preparing evaluation tests and examinations; creating instructive materials, including audio and video resources; organizing conversation clubs

SKILLS

Computer Competency:

Microsoft Office (Word, Excel, Power Point)

Languages:

Azerbaijani (native), English (fluent), Russian (fluent), Turkish (intermediate)

Certifications:

TKT certificates, 3 modules, band 3 (2013, Baku, Azerbaijan);

1C 8.1 Trade and Warehouse certificate (2014, Baku, Azerbaijan);

“Critical thinking through teaching English training” (August 10-13, 2022, Baku, Azerbaijan, American Councils)

“Classroom management and Lesson planning” (September 12-14, 2022, Baku, Azerbaijan, Baku Istanbul Lyceum);

“English Language Days” training program for the school teachers (May 18-19, 2023, Baku, Azerbaijan, Baku American Centre)

'Innovative Strategies in Foreign Language Learning' the 1st international forum (June 9, 2023, Baku, Azerbaijan, UNEC)



CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

100 CAMBRIDGE
ENGLISH
CENTENARY 1913-2013

TEACHING KNOWLEDGE TEST

This is to certify that

LALA KARIMOVA

has been awarded

Band 3

in

TKT Module 3

Managing the teaching and learning process

Date of Award **OCTOBER 2013**
Place of Entry **BAKU**
Reference Number **13AZ0010001**
Unique Candidate Identifier **100889872**

Michael Milanovic
Michael Milanovic, PhD
Chief Executive

Date of Issue 21/11/13
Certificate Number 0042326066

00009682

DP791



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TEACHING KNOWLEDGE TEST

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has been awarded

Band 3

in

TKT Module 2

Lesson planning and use of resources for language teaching

Date of Award **OCTOBER 2013**
Place of Entry **BAKU**
Reference Number **13AZ0010001**
Unique Candidate Identifier **100889872**

Michael Milanovic

Michael Milanovic, PhD
Chief Executive

Date of Issue **21/11/13**
Certificate Number **0042326058**

00009680

DP791



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ENGLISH**
CENTENARY 1913-2013

TEACHING KNOWLEDGE TEST

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LALA KARIMOVA

has been awarded

Band 3

in

TKT Module 1

Language and background to language learning and teaching

Date of Award **OCTOBER 2013**
Place of Entry **BAKU**
Reference Number **13AZ0010001**
Unique Candidate Identifier **100889872**

Michael Milanovic, PhD
Chief Executive

Date of Issue 21/11/13
Certificate Number 0042326042

00009677

DP701



**AMERICAN
COUNCILS**
FOR INTERNATIONAL EDUCATION

CERTIFICATE OF COMPLETION

THIS IS AWARDED TO

LALA KARIMOVA

in recognition of completing

**Critical Thinking Through Teaching English
Training.**

August 10- 13, 2022

8 hours of online training

SHABNAM AKBARLI

Access Program Coordinator,
American Councils Azerbaijan

KONUL ISLAMOVA

Trainer



"Sinfin idarəedilməsi və dərslərin planlaşdırılması"
təlim kursu

SERTİFİKAT

Lalə Kərimova

12 - 14 sentyabr 2022-ci il tarixində keçirilən 12 saatlıq kursda fəal
iştirak edib.

Direktor

Tural Abbasquliyev

Təlimçi

Dr. Qoşqar Məhərrəmov





CERTIFICATE

is given to

Lala Katimova

For successfully completing the "English Language Days" training program for the school teachers at the Baku American Center

May 18-19, 2023

GULNAR ALIYEVA

ELP Coordinator
Baku American Center

SABINA ABDULLAYEVA

ELP Coordinator
U.S. Embassy in Azerbaijan



SHARLA KHUDIYEVA

Director
Baku American Center

Certificate No: AA2ERTNADU023ELD