

RENA OZEN



SUMMARY OF QUALIFICATIONS

State certified English teacher with 10+ years of experience in educating primary, middle and high school students. Knowledgeable of English Language Arts Standards, modern teaching methods, and assessment systems. Helped grad class students improve final test scores by 20%. Eager to provide a creative environment for English language and literature learning.

PERSONAL INFORMATION

Date of Birth : 03.09.1984
Marital Status : Married
Gender : Female
Phone : 055 505 76 69
E-mail : renaozen@gmail.com

EDUCATION

2001-2005 BAKU SLAVYAN UNIVERSITY
Bachelor of Arts in **PHILOLOGY**

2005-2007 AZERBAIJAN STATE LANGUAGES UNIVERSITY
Master of Arts in **ENGLISH LANGUAGE AND LITERATURE**

WORK EXPERIENCE

2005 -2006 **BAKU OXFORD SCHOOL – Baku, Azerbaijan**

Position:

- Teacher Assistant.

Description:

- Supervised Children aged 7 – 8.
- Monitored educational progress of students.
- Kept detailed individual charts and files on students.

2005 -2009

CELT (Center for English Language Teaching) – Baku, Azerbaijan

Position:

- Teacher

Description:

- Taught English to students aged 20-40.
- Taught IELTS and TOEFL.
- Organized Conversation Clubs creating rules and routines.
- Prepared classes using provided materials and personal teaching materials.
- Focused on improving students grammar, listening, writing and speaking skills.
- Created all course materials, including quizzes and reading samples.

2010 – 2011

FUTLAC (Language Courses) – Istanbul, Turkey

Position:

- Teacher

Description:

- Taught English to Turkish-speaking students aged 7-15.
- Utilized the Direct Method teaching model to improve student grammar, listening, writing and speaking skills.
- Closely supervised students' growth and helped them improve written and oral tests scores.
- Planned and taught between 2- 4 classes daily.

2010 – 2013

Tutor – Istanbul, Turkey

Description:

- Worked one – on – one 2-3 students per day aged 8-25.
- Taught both English and Russian.
- Combined various English teaching methods and techniques to help students improve their results.
- Maintained positive student – teacher relationship and cooperated with parents on a daily basis.

2013 – 2014

DC Telecommunication – Istanbul, Turkey

Position:

- Tutor

Description:

- Taught Business English to the general manager of the company and the staff aged 25 – 45.
- Was responsible for improving and developing the teaching of English in all its many aspects.
- Encouraged and inspired company workers of lower ability to achieve higher results in speaking and understanding both.

2016 – 2017

YENIDOGU COLLEGES – Istanbul, Turkey

Position:

- Teacher

Description:

- Designed innovative approaches in teaching methods like technology integration across the curriculum, experiential learning, literacy and diversity.
- Provided assistance to students to develop their skills required to fortify their base in English.
- Made effective use of online, audio and video resources to achieve academic aims and objectives.
- Planned and implemented strategic operational plans for yielding higher growth and results.
- Established effective classroom management practices; collaboratively working with other teaching staff to set goals, objectives and methods.
- Evaluated curriculum, teaching methods / programs to determine their effectiveness and efficiency.
- Instructed students as per curriculum, recognizing, respecting / nurturing their creative potential.

2017 – 2018

PETEK COLLEGES - Istanbul, Turkey

Position:

- Teacher

Description:

- Ensured that all students understand the curriculum and supported weak students who required extra guidance, resulting in writing and reading comprehension test scores increasing 20 % year on year.
- Implemented a personalized education plan for students with unique needs to increase individual growth.
- Worked with other teachers and administrators to evaluate and revise school programs.
- Created a reward system to manage classroom behavior, resulting in a marked decrease in detention.

COURSES & CERTIFICATES

- **ILC** (International learning center) Master Class certificate.
- **ILC** (International learning center) Advanced Conversational certificate.
- **CELT** Computer Microsoft Office programmes.
- First aid training certificate
- Piano Classes
- **CAMLA**
- **PEARSON**
- **EXPRESS PUBLISHING**
- **MONTESSORI EDUCATION** Training
- **KET** (Cambridge – Key English Test)

FOREIGN LANGUAGES

- English Reading: Advanced, Writing : Advanced, Speaking : Advanced
- Russian Reading: Native , Writing: Native , Speaking: Native
- Azeri Reading: Native , Writing: Native , Speaking: Native
- Turkish Reading: Native , Writing: Native , Speaking: Native

COMPUTER KNOWLEDGE

- Microsoft Office Programmes (Word, Excel, Outlook, Power Point)
- Internet Applications (Video Conference Skills)
- Smartboards