Curriculum Vitae

PERSONAL INFORMATION	Telli (Arzu) Qayitmazova				
	R. Rustamov St 32A, Baku, Azerbaijan				
+994506699301					
arzu.gayitmazova@gmail.com					
JOB APPLIED FOR	English Language Teacher				
WORK EXPERIENCE					
October 2013- Present	English Tutor and IELTS instructor				
	Self-employed				
Work with pupils, students, teach English in different fields, such as General English, English Grammar, Business English and Academic English					
October 2011- Septembe	r 2013 English Tutor				
	Baku Languages and Business School				
Hold English lessons to a wide range of groups, organize conversation lessons, hold trial IELTS exams, and examine students' performance on monthly basis					
March 2012- May 2012	Translator, Interpreter				
	Baku State Design Institute				
Translate relevant documents, hold simultaneous					
meetings, make necessary corrections in papers and prepare reports					
November 2009- Februar	y 2010 English Teacher				
	ITAS Group language school				
Plan, prepare and deliver English lessons, prepare teaching					
materials, check and assess students' work					

EDUCATION AND TRAINING

2018 – 2022	Master of Business Administration in Electronic Governance			
	Azerbaijan State Oil and Industry University			
2009 – 2014	Bachelors of Art in Translation and Interpretation of English -			
Russian languages				
	Azerbaijan University of Languages			
June 2009 – August 2009 Certificate	Business and Management Certificate, Business English			
	British Study Center, Oxford, United Kingdom			
PERSONAL SKILLS				
Mother tongue	Azerbaijani			
Other languages				

	UNDEF	UNDERSTANDING		KING	WRITING
	listening	reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2

Communication skills I have worked with various types of teams, well informed about mediating and intercultural skills as well

Organizational / managerial skills	I have organized several lessons in different formats,			
trainings and seminar series on research methods				

Computer skills Skilled at most Microsoft Office Programs

Experienced in Multi Media applications