



Ulker Rasulova

Date of birth: 15/05/1995 | **Nationality:** Azerbaijani | **Gender:** Female | **Phone number:**

(+994) 552421115 (Mobile) | **Email address:** ulya95_sw@outlook.com |

Address: Mehemed Hadi, AZ1000, Baku, Azerbaijan (Home)

● ABOUT ME

Successful English Teacher with expertise in building engaging lesson plans and communicating ideas to foster student comprehension. Expert in adapting course materials to meet established standards and individual academic capabilities. Well versed in motivating students to meet learning objectives. With different background , lots of experiences and strong interpersonal skills.

● WORK EXPERIENCE

23/08/2023 – CURRENT Baku , Azerbaijan

COORDINATOR OF GRADUATE SCHOOL OF SCIENCE, ARTS AND TECHNOLOGY KHAZAR UNIVERSITY

- Responsible for time tables, exam and other related schedules
- Organise and prepare any necessary documentation under the supervision of the Dean and the Board
- Provide guidance and support for master's students
- Maintain consistent communication with department directors, teachers and the Dean
- Responsible person for working with foreign students at the Graduate School

01/12/2022 – 15/07/2023 Baku, Azerbaijan

DEAN ASSISTANT KHAZAR UNIVERSITY

- Responsible for overseeing the day-to-day operation of a Dean's Office within a Faculty
- Prepare detailed briefing materials for the Dean prior to meetings
- Keep track of assignments made to others for actions to be taken on the Dean's behalf and ensure that deadlines for responses are met.
- To work closely with the Vice-Dean
- Preparing time table for classes with the Vice- Dean
- Guiding master students through the defense of their master thesis work

20/09/2022 – 30/11/2022 Baku, Azerbaijan

TEACHER ASSISTANT AZERBAIJAN BRITISH COUNCIL

- Getting the children ready for lessons
- Supporting teachers in managing class behavior
- Helping children who need extra support to complete tasks
- Supervising group activities and pair work
- Taking part in training suggested by the school community
- Working with SEN (special educational needs) children on -to -one

15/02/2020 – 10/05/2022 Baku, Azerbaijan

ENGLISH LANGUAGE TEACHER EDUONLINE

- Tracking and reporting on students' progress.
- Making sure that equipment is in good working condition at all times.
- Designing and presenting educational material.
- Guide students how to improve their listening, speaking, reading and writing skills

05/10/2021 – 28/12/2021 Baku, Azerbaijan

ENGLISH LANGUAGE TEACHER AZERBAIJAN NATIONAL ACADEMY OF SCIENCES

- Teaching first year master's students
- Making sure that equipment is in good working condition at all times.
- Designing and presenting educational material.
- Guide students and help them to improve their listening, speaking, reading and writing skills
- Prepare coursework and assignments for classes
- Cooperating with native speaker teachers and provide students extra materials

15/09/2018 – 16/02/2020 Baku, Azerbaijan

ENGLISH LANGUAGE TEACHER AMERICAN LIFE LANGUAGE CENTER

- Prepare coursework and assignments for classes
- Boost students' listening, speaking, reading and writing skills
- Hold one-on-one conferences with students to keep them follow their syllable
- Cooperating with native speaker teachers and provide students extra materials
- Involving parents and creating healthy relationships with students

15/09/2015 – 26/12/2018 Baku, Azerbaijan

ENGLISH LANGUAGE TEACHER ESPERANTO

- Planning, preparing and delivering lessons
- Grade tests, essays and reports, and other writing assignments
- Helping students improve their listening, speaking, reading and writing skills with the latest program
- Lead conversation clubs

● **EDUCATION AND TRAINING**

07/09/2020 – 30/05/2022

MASTER OF ARTS IN EDUCATION MANAGEMENT ADA University

15/09/2013 – 24/07/2017

ENGLISH LANGUAGE AND LITERATURE Khazar University

● **LANGUAGE SKILLS**

Mother tongue(s): **AZERBAIJANI**

Other language(s): **SWEDISH | TURKISH | RUSSIAN**

● **DIGITAL SKILLS**

- good command of Microsoft Office tools (Word, Excel, Power Point and Outlook). | Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google
