

PERSONAL INFORMATION

Zamira Gurbanova



 B.Chobanzadeh st. ,Nizami dist., Baku, Azerbaijan

 zqurbanova@khazar.org

Sex Female | Date of Birth 03/09/1988 | Nationality Azerbaijani

JOB APPLIED FOR

English Language Instructor

WORK EXPERIENCE

September 2011- up to present

English Language Instructor

Khazar University, Department of English Language and Literature

- Classroom management
- Planning, preparing and delivering lessons and lectures
- Preparing and setting tests, examination papers and exercises
- Marking and providing appropriate feedback on oral and written work
- Devising, writing and producing new materials, including audio and visual resources

December 2012- up to present

Assistant Editor

Khazar University, Dictionary and Encyclopaedia Centre,

- Compile, write, edit and organize definitions/ translations for use in dictionaries.
- Scour the Internet and popular culture for new words.
- Identify and define new words that are in common usage for inclusion in the dictionary.
- Check and proofread modern and historical text and other sources of information.
- Liaise with editors

2010, October - 2011, August

English Language Instructor

EduLandiya Training and Consulting Centre

- planning, preparing and delivering lessons
 - preparing teaching materials
 - helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
 - checking and assessing students' work
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EDUCATION AND TRAINING

- 2017- PhD degree in Germanic Languages,
Khazar University
- 2011-2013 Master`s degree, Translation
(Honours Diploma)
Qafqaz University
- 2006 – 2010 Bachelors` Degree, Translation
(Honours Diploma)
Azerbaijan University of Languages

TRAININGS

- 03/2013–31/05/2013 Professional Development
Khazar University, Baku (Azerbaijan)
- 04/2013–05/2013 Teaching Pronunciation, Professional Develo
Khazar University, Baku (Azerbaijan)

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2
Russian	C2	C1	C1	C1
Turkish	C2	C2	C2	C2
German	A2	A2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

[Common European Framework of Reference for Languages](#)

- Communication skills** Have a strong interpersonal attitude and can communicate clearly and effectively with people from different social and professional backgrounds
- Job-related skills** Readiness for the deadline pressure, problem solving skills, hard-working and punctual.
- Computer skills** good command of Microsoft Office™ tools, Power Point, Internet Explorer

ANNEXES

Khazar University English Language and Literature Department

FIRST CERTIFICATE
of Professional Development

In recognition of completion on May 31, 2013

Awarded to

ZAMIRA VELIYEVA

Chair of the Department
Calvin Tiessen





**Azerbaijani 21st Century English Teacher
Mid-Winter Seminar 2013**

Zamira Veliyeva

has faithfully participated in seminar discussions, projects and activities concerning
classroom management; lesson, project and simulation design; interactive
and communicative methodology; student assessment using rubrics,
enrichment initiatives; employment of incentives and maximizing time on task.



Calvin Tiessen
Chair
Department of English Language and Literature



Joel Robbins
PCRVT
Seminar Facilitator