

Firuz Khurshudlu

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Education

ADA University

Master of Arts in Educational Management

Baku, Azerbaijan

May 2018

Azerbaijan University of Languages

Bachelor of Arts in English Language

Baku, Azerbaijan

June 2013

Experience

Baku City Academy

Head of the English Language Department

Baku, Azerbaijan

June 2018- present

- Leading and managing the English department including, modelling best practice in English teaching, implementation of different programmes for ESL learners, monitoring achievement of students and effectiveness of teachers, dealing with all operational, budgeting and record keeping requirements and ensuring fair and effective assessment procedures.
- Ensuring continued innovation in the teaching of English.
- Actively working with members of the English department in planning a pathway for the professional learning needs of the academy.
- Holding regular meetings with English language department teachers

London School of Azerbaijan

English Language Instructor

Baku, Azerbaijan

June 2011- June 2018

- planning, preparing and delivering lessons
- preparing teaching materials
- Using a modern and dynamic teaching approach which allows students to communicate easily using the English language.
- Researching and devising entertaining, amusing, interesting, creative, productive lessons for students.
- Teaching specialized English courses such as those which cater to the needs of business people (Port of Baku; Socar Midstream; Kapital Bank; Bank Respublika International Bank; Socar Polymer; Garant Holding; Engin LTD; Azerfon LLC; Akkord Construction; Azretail LLC; Pasha Insurance, Nobel Oil; Mazarina LLC; Groustrend Partners LP; Baltika-Baku)
- helping pupils improve their listening, speaking, reading and writing skills via individual and group sessions
- Assessing and continuously monitoring student progress
- Participating in staff meetings and extra-curricular activities.
- Undertaking pastoral and supervisory duties.
- Basic administration, such as keeping student registers and attendance records.

Leadership Activities

Baku International Humanitarian Forum

October 3-5 2012

Member of Organizing Committee

- Welcomed and accompanied representatives from foreign countries
- Interpreted from Azerbaijani, Russian to English, English to Russian, Azerbaijani

Baku 2015 1st European Games

Village Management ; Resident Centre Specialist

June 2015

- Reported lost & found
- Provided residents with information
- Interpreted from Russian, Azeri to English

AEGEE-Baku European Students' Forum

Baku, Azerbaijan

Project Manager's Assistant

April 2012-2014

Volunteering

- Designed and delivered projects
- Communicated and followed up with members about specific projects and their goals
- Participated in management activities that are related to project closeout to ensure timely completion

Trainings & certificates

- Teaching Knowledge Test Module 3: Managing the teaching and learning process- Band 3. **March 03, 2016**
- Teaching Knowledge Test Module 2: Lesson planning and use of resources for language teaching- Band 3. **February 24, 2017**
- Teaching Knowledge Test Module 1: Language and background to language learning and teaching- Band 3. **July 25, 2017**
- International Learning Conference "Empowering Learning" by Azerbaijan Teacher Development Centre. **November 17-18th 2016**
- Training in the "Business Analysis". **Georgia August 2013**
- Training "ABC" by AEGEE-Baku European Students' Forum. **October 26th 2013**
- Participant of **Network Meeting** in Istanbul held by AEGEE European Students' Forum. **April 19-21 2013**
- Participant of **The Second International Youth Forum. November 21-24th 2012**
- Volunteering in **1st South Caucasus Forum** held by Nizami Ganjavi International Center. **May 6-8th 2013**
- Volunteering in **City Challenge Baku. October 24-28th 2012**
- Volunteering in **Eurovision Song Contest. May 2012**

Skills

Languages: Azerbaijani (native), Russian(fluent), English(fluent), Turkish(good), German(A1/A2)
Computer skills:MS Office, MacOS, IE, Firefox, Chrome.