

## PERSONAL INFORMATION

## Leyla Rahimova



 95-97 K.Kazimzade str., Baku, AZ1000, Azerbaijan

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 [Leyla.Rahimova@khazar.org](mailto:Leyla.Rahimova@khazar.org)

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Sex Female | Date of birth 07.02.1982 | Nationality Azerbaijani

## CURRENT POSITION

English Language Instructor

## WORK EXPERIENCE

September, 2012 - present

**English Language Instructor**

Department of English Language and Literature, Khazar University ([www.khazar.org](http://www.khazar.org))

- Classroom management
- Planning, preparing and delivering lessons
- Marking and providing appropriate feedback on oral and written work, keeping student registers and attendance records.

Business or sector Private sector

June, 2004 – September, 2005

**Registrar Specialist**

Financial Department, MBASK Insurance Company ([www.axambask.az](http://www.axambask.az))

- Printing and registration of insurance policies

Business or sector Private sector

September, 2002 – June, 2004

**Dean's Office Assistant**

School of Law and Social Sciences, Khazar University ([www.khazar.org](http://www.khazar.org))

- Administration of faculty operations
- Advising and providing information for students
- Semester planning

Business or sector Private sector

## EDUCATION AND TRAINING

2011 – 2014

**Master's Degree in English Language and Literature**

Honour Diploma

Khazar University , Baku, Azerbaijan

- British Literature
- Introduction to Linguistics
- Modern Linguistic Problems
- Development of American English
- Pre-IELTS
- Sociolinguistics
- Research Methods and Ethics
- Master's Thesis on Comparative Analysis of Adverbs and Adjectives (Linguistic Trends)

2006 - 2010 **Bachelor Degree in English Philology** Honour Diploma

Azerbaijan University of Languages , Baku, Azerbaijan

- Methodology of TESL
- Speech Practice
- Practical Grammar
- Practical Phonetics
- Lexicology
- Stylistics

2002-2003 **Bachelor Degree in International Law** High Honour Diploma

Khazar University, Baku, Azerbaijan

- Theory of International Relations
- International Private Law
- International Public Law
- International Economic Relations

1998 - 2002 **Bachelor Degree in Law** High Honour Diploma

Khazar University, Baku, Azerbaijan

- Criminal Law
- Civil Law
- Criminal Process
- Civil Process
- Labor Law
- Constitutional Law

PERSONAL SKILLS

Mother tongue(s) Azerbaijani

Other language(s)

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

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills      Good communication skills gained through my experience as a Dean's Office Assistant

Computer skills      Good command of Microsoft Office™ tools: Ms Word, PowerPoint, Internet Explorer, Outlook Express.

Driving licence      -----

#### ADDITIONAL INFORMATION

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##### Seminars and Courses

- January 2013 - Azerbaijani 21<sup>st</sup> Century English Teacher Mid-Winter Seminar
- March – May 2013 - First Certificate of Professional Development
- November – December 2014 - TKT Course Participant Certificate
- February 2015 – Teaching Knowledge Test Module 1 (Language and background to language learning and teaching)
- August – October 2015 - Professional Practices for English Language Teaching (British Council)
- August 2017 – Teaching Adult Learners (Open 2 Study – an online course )
- November 2017 – Applied Linguistics and Research Methodology

Note: Certificates available

##### Honours and awards

- Dean's Honour Lists (GPA more than 90 %)
- Band 4 in TKT Module 1 (February 2015)

##### Publications

English Foundations for Students Majoring in Political Science and International Relations, Khazar University Press, 2016