

**PERSONAL INFORMATION** Nahide Quliyeva

Baku, Ahmadli, Ganja Ave.95, Apt.29

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Sex Female | Date of Birth 05/01/1979 | Nationality Azerbaijani

**WORK EXPERIENCE**

Sep 2017 – present

English Language Instructor  
English Language and Literature Department  
*Khazar University*

**Courses taught:**

English Foundation 1  
English Foundation 2  
Academic English

**Responsibilities:**

Planning, preparing and delivering lessons to foreign students of the University.  
Compiling and setting tests and examination papers.  
Marking and providing appropriate feedback on oral and written work.  
Evaluating students' homework and assignments.  
Preparing classroom materials, homework assignments, and handouts.  
Maintaining accurate student attendance and academic records.

Sep 2012 – Sep 2016

English Language Instructor  
Department of Foreign Languages  
*Azerbaijan University*

**Courses taught:**

**Reading/writing**  
**Listening/speaking**

Reading comprehension and writing skills  
Listening comprehension and speaking skills

**Responsibilities:**

Conducting lessons encompassing a range of skill building activities in the four areas of language learning: reading, writing, listening, speaking.

March 2005 – June 2008

Junior Research Worker  
Institute of Cosmic Investigation of Natural Resources

**Responsibilities:**

Translating scientific texts from English into Russian and from Russian into English.  
Compiling terminology and information such as technical terms that need to be used in translation.  
Proofreading, editing, and revising translated materials.

2002 – 2005

English Instructor

**“Esperanto” Course of Foreign Languages**

**Duties:**

- Teaching students individually or in small groups.
- Planning, preparing and delivering lessons.
- Checking and assessing students' progress.
- Encouraging students to ask questions and express their opinions.
- Developing reading, writing, listening and speaking skills.

EDUCATION AND TRAINING

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2000 – 2002

**Master's Degree in Linguistics**  
Azerbaijan University of Languages

1996 – 2000

**Bachelor's Degree in Philology**  
Azerbaijan University of Languages

PERSONAL SKILLS

- Able to communicate clearly and effectively with students from diverse backgrounds.
  - Forward thinking and able to generate innovative ideas.
  - Able to share ideas with others.
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Mother tongue(s) Azerbaijani

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2
Spanish	B2	B2	B2	B2	B2

Computer skills

- Office XP,2012
- Windows XP, 7, 8
- Power Point 2012