



Konul Mustafayeva

I am highly accomplished and Self-motivated Professional in teaching, education and academic research, with proven professional experience spanning over a decade, of which major experience was gained while working in educational and training organizations and it has helped me to acquire through knowledge of students requirements, new teaching trends in education of CIS and Western countries .

I am committed and hard-working, who always rises to a challenge. In addition to strong communication skills, I am team player who can also work independently. I demonstrate advanced problem-solving skills and thrive under pressure.

My drive, in-depth knowledge, experience and ambition ensure that I remain an invaluable asset to any scientific or training institution/center/organization.

REFERENCES ARE AVAIABLE UPON REQUEST

Core Strengths:

- **Fluent in English and Russian**
- **Genuine Relationship with Students and ice-breaking strategies in class**
- **Strong Public Speaking skills**
- **Good Classroom management**
- **Knowledge of Subject Matter**
- **Good Communication with parents**
- **High Expectations and Strong Encouragement in class**

Language Proficiency:

Konul Babayeva | Date of birth: 11.11.1985 | home phone number: 012 449 91 89 | mobile phone number: +994509888813/whatsapp: [+994509888813](https://www.whatsapp.com/chat?phone=994509888813) | kenul_babayeva@yahoo.com
English Language Instructor | QSHE and Administration Specialist | Educator

- Azerbaijani: Native proficiency
- English: Full professional/bilingual proficiency
- Russian: Full professional/bilingual proficiency
- German: Limited working proficiency
- Turkish: Elementary proficiency

Computer Skills:

- MS Office (Excel)
- Email/Outlook
- Power point
- Social Media and Web Skills

Professional History

Academic Sphere and by Speciality

Specialist in international relations/affairs “**USRC – Universal Science and Research Center**” (2020 february – up to date)

Job Responsibilities:

- Developing and evaluating issues and initiatives through the study of international education policy and standards, overseas developments, and reports
- Formulating policy or program recommendations on assigned programs
- Preparing papers and briefing materials
- Collaborating with foreign counterparts
- Developing and preparing in-depth analyses of assigned issues at the national, regional, and global levels
- Assessing and improving program effectiveness related to proposed regulations, legislation or resources
- Developing research concepts, policy questions, and work plans for papers and reports
- Identifying and analyzing key trends, policies, and strategies
- Leading the assembly, manipulation, and analysis of educational data
- Leading significant analytic and report-writing efforts
- Identifying, researching, and developing policy recommendations for reports
- Creating and delivering presentations for research projects

Honorary Faculty Member - Researcher “**GIAS - Georgian International Academy of Sciencies**” (2019 july – up to date)

Job Responsibilities:

- Prepare and publish academic articles, reports, and presentations
- contribute to mutual understanding throughout communities by integrating new methodologies and international perspectives into classrooms
- Attend area seminars and other meetings as necessary
- Conduct literature reviews

Conversation Club/General English – English Language Instructor “Unity Language Center” (part – time, 2019 june – up to date)

Job Responsibilities

- Organize classroom lectures and coursework
- Prepare materials and activities
- Assign homework and interesting exercises
- Identify students with special requirements and create individualized plans
- Determine exam and assignment grades
- Provide feedback based on workload and classroom behavior
- Keep a record of students’ attendance and grades
- Research new language teaching methods
- Manage classroom crises and resolve conflict
- Inform parents about their children’s performance
- Collaborate with teaching staff and administrators to foster a good student experience

Language instructor – Lecturer “Baku Slavic University” (09.2010 – 06.2014)

Interactive English Language Teaching, main subjects:

- 1) English Grammar (Syntax and Morphology, lectures and seminars);**
- 2) English as a Second (English for overseas students)**
- 3) English Lexis (English reading materials and books and Phrasal Builder)**
- 4) Practice of Speech (lessons on Saturdays, sightseeing activities and video lessons)**

Job Responsibilities:

- Plan, organize, and provide instruction in English that meet state and federal standards
- Provide instruction that is consistent and coordinated with the district's/school's instructional program so as to ensure that students meet and exceed learning targets
- Develop and deliver lesson plans that utilize a broad range of appropriate teaching techniques and strategies
- Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak, and listen in the appropriate content area
- Administer academic and language assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in language acquisition
- Maintain complete and accurate records of student progress and evidence of growth and progress
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies
- Adapt curriculum to provide individual, small group, and/or remedial instruction as to meet the needs of individual students and subgroups of students
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment
- Employ a variety of instructional techniques and strategies to meet different aptitudes and interests of students
- Manage allotted learning time to maximize student achievement
- Oversee assigned out-of-classroom activities during the school day, as needed

Deputy Head of the Department (Department of English History and Grammar) "Baku Slavic University" (09.2011 – 06.2014)

Job Responsibilities:

- Assist and Coordinate execution of the unit's educational programs with the faculty, and schedule courses and assign instructors to these courses in consultation with program directors, the faculty, and the dean's office. Monitor course registrations and make appropriate adjustments in course schedules and instructor assignments in cooperation with other departments/areas/programs and the dean's office.
- Oversee unit seminar series, lectures, and other activities.
- Coordinate the unit's service assignments in consultation with the faculty.
- Supervise part-time faculty.
- Report on all separations, resignations, retirements, and deaths of faculty and staff in the unit.

- Serve as a central figure available to address questions, concerns, and communications from students, faculty, staff, parents, guardians, and others with the expectation of a resolution of issues at the department/area level.
- Participate in the strategic planning process of the School/College.
- Prepare annual departmental/area reports describing accomplishments in research and scholarship, in the educational mission, the university/professional service of the department/area, fund raising, alumni engagement, and community outreach efforts.
- Participate in advancement and alumni initiatives.
- Take up additional responsibilities and assignments in consultation with the dean, the provost, and other relevant members of the University leadership.

Senior advisor – English Language Specialist and interpreter“ Azerbaijan Republic General Prosecutors Office ” (05.2013 – 10.2017)

1) Main Subject: ESP (English for Specific Purposes, Legal English seminar/training format lessons)

Job Responsibilities:

- Introduction to the ESP basics for Legal English
- discussion topics on legal issues
- explaining contracts and agreements
- presenting legal issues
- understanding contracts and legal documents
- case studies and simulations

2) Interpreting and editing of legal documents

Job Responsibilities:

- Check original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Compile terminology and information to be used in translations, including technical terms such as those for legal material.
- Proofread, edit, and revise translated materials.

- Read written materials such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- Refer to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
- Adapt software and accompanying technical documents to another language and culture.
- Follow ethical codes that protect the confidentiality of information.

Test and exam coordinator (Invigilator) “Unity language Center” (05.2010 – 08.2010)

Job Responsibilities:

- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

Interpreter – Specialist “United Credit Bank” LLC (01.2008 – 05.2010)

Job Responsibilities:

- Involvement to the official meetings and negotiations
- Verbal interpretation of social documents and business agreements
- Reads and rewrites technical documents in specified language, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics.
- Serves as interpreter at seminars, speeches, meetings, teleconferences, and symposia, providing consecutive or simultaneous translation between languages.

- Receives briefing or prepares through reading and study on subject to be discussed prior to interpreting session.
- Listens to complete statements in one language, translates to second, and translates responses from second into first language; expresses either approximate or exact translation, depending on nature of occasion.
- Performs miscellaneous job-related duties as assigned.

Interpreter “Itera Caspian” LLC (11.2004 – 12.2005)

Job Responsibilities:

- Convert concepts in the source language to equivalent concepts in the target language
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Speak, read, and write fluently in at least two languages, including English and one or more others
- Relay the style and tone of the original language
- Manage work schedules to meet deadlines
- Render spoken messages accurately, quickly, and clearly

General/Office Sphere

HR Inspector “Todini costruzioni Generali” (10.2006 – 02.2007)

Job Responsibilities:

- Leading the documents of dismissed and recruited employees
- Interview with recruited employees
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval

- Preparing government reports as to remain in compliance
- Leading and working on Excel Formula table for calculating vacation and salary report
- Administering pre-employment tests
- Administering on-the-job training programs

Sales and marketing specialist “FSRS” (Farayand Sazan Rahye Sabz) (03.2007 – 12.2007)

Job Responsibilities:

- Engages in superior customer service by making information readily available
- Demonstrates products and services as deemed necessary by clients and management
- Schedules appointments and meetings as necessary
- Researches client base to find new types of customers and sells to them accordingly
- Telemarketing and cold contact with potential clients
- Analyzes the competition to create a plan for engagement
- Demonstrates superior time management skills and meets sales deadlines
- Liaise with external vendors to execute promotional events and campaigns
- Undertake individual tasks of a marketing plan as assigned
- Brainstorm and develop ideas for creative marketing campaigns
- Acts as a go-to resource for up-to-date, accurate research and market information

Training specialist – Consultant “TIENS CO” (11.2017 – 09.2018)

Job Responsibilities:

- Evaluate employees and identify weaknesses
- Identify training needs according to needs
- Based on research, plan and implement training programs that will prepare employees for the next step of their career paths
- Build quarterly and annual training program
- Present all the technical and supply training requirements
- Prepare budget for training programs and workshops
- Encourage employees for training
- Oversee employee attendance and performance
- Track employee success and progress

- Manage the production of program marketing material in collaboration with the marketing team
- Communicate all the training programs on a timely basis
- Have a program announcement marketing strategy
- Prepare and deliver training courses
- Bring guest presenters if necessary
- Implement training KPIs
- Prepare and present reports on training program KIPs

Office Manager/Administrator “KUEHNE + NAGEL” LLC (09.2018 – up to date)

Job Responsibilities:

- Draw up contracts/agreements/appendixes with vendors, suppliers and customers
- Editing, interpreting all documents referred to company’s business issues
- Telemarketing (calls and negotiations with potential clients)
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Support the Pricing Team, make up quotations upon customers price requests
- Create, update, and maintain personnel records, financial records, and other records/data (corporate system)
- Assist with bookkeeping
- Support department managers, staff, and CEO
- Organize conference room scheduling, equipment, and cleaning
- Organize catering supplies (food, beverages) or other refreshments as needed
- Assist with travel arrangements for office staff and managers and guests
- Coordinate building and maintenance issues for general repair and updates
- Plan and oversee disaster and emergency procedures
- Organize special functions and social events
- Purchase computers, printers, supplies, and other equipment
- Monitor incoming and outgoing mail; receive and sign for mail/packages from couriers and deliver to proper recipient
- Prepare correspondence, documentation, or presentation materials
- Assist other departments with administrative or clerical support

Professional History and Academic Qualifications

Education :

Azerbaijan Languages University – 2002 - 2006 (English Language, Filology - Bachelor)

Azerbaijan Languages University – 2007 - 2009 (English Language, Linguistics - Master)

Baku Slavic University - 2012 – up to date (PhD – Comparative Linguistics)

Professional:

Specialized in

“Pyatigorsk State Linguistic University” (special qualification trainings for ESL teachers)

“Shaping the Way We Teach English” (Azerbaijan University of Languages)

Publications:

1. Использование цветообозначений белый, черный и серый в эпосе «Китаби-Деде Коркут» - **Article** (AMEA Humanitar və İctimai Elmlər Bölməsi Bakı Slavyan Universiteti. Azərbaycanşünaslığın Aktual Problemləri. Ümummilli Lider Heydər Əliyevin anadan olmasının 89-cu ildönümünə həsr olunmuş III Beynəlxalq elmi konfransın materialları. Bakı, 2012.) p. 75 - 78
2. The lesson plans of methods and strategies of literary analyzes in epic Beowulf - **Short Thesis** (Azərbaycan Dillər Universiteti. Xarici dillərin tədrisinin aktual problemləri. V Respublika elmi-praktik konfransı. Bakı, 2012.) p. 353-356

3. Этимологическое значение цветов в эпосе «Беовульф» **Short Thesis** Doktorantların və gənc tədqiqatçıların XVII Respublika elmi konfransının materialları. Azərbaycan Memarlıq və İnşaat Universiteti. I Cild. Bakı, 2013.
4. Значение некоторых цветообозначений в эпосе «Китаби-Деде Коркут» **Article** Bakı Slavyan Universiteti. Humanitar elmlərin öyrənilməsinin aktual problemləri. “Mütərcim” jurnalı. Bakı, 2013, № 1.
5. Цветообозначения красный и желтый в эпосе «Китаби-Деде Коркут» **Article** Azərbaycan Dillər Universiteti. “Elmi Xəbərlər” jurnalı. Bakı, 2013, №1.
6. Сравнительная характеристика цветообозначений в эпосах «Китаби- Деде Коркут» и «Беовульф» **Article** Полтавский Национальный Педагогический Университет имени В. Г. Короленко. «Филологические Науки», «Сборник Научных Трудов», Выпуск 13, Полтава, 2013.
7. Сравнительный анализ цветообозначений в эпосе «Беовульф» **Article** AMEA Humanitar və İctimai Elmlər Bölməsi – BSU. Azərbaycanşünaslığın Aktual Problemləri. Ümummilli Lider Heydər Əliyevin anadan olmasının 90-illik yubileyinə həsr olunmuş IV Beynəlxalq elmi konfransının materialları. Bakı, 2013.
8. Оттенки цветов в системе лингвистических и литературных ассоциаций в эпосе «Беовульф» - Language and Literature – Dil və Ədəbiyyat 3 (95) S-60. Beynəlxalq Elmi Nəzəri Jurnal – 2015.
9. Символическое значение цветов – Filologiya Məsələləri № 5 Elm və Təhsil s. – 57, Azərbaycan Milli Aakademiyası, M. Fizuli adına Əlyazmalar İnstitutu, Bakı - 2014.
10. Сравнительно – сопоставительный анализ «желтого» и «золотого» цветов в эпосах «Китаби - Деде Коркуд» и «Беовульф» - Elmi Xəbərlər – Sosial və humanitar elmlər bölməsi Cild 14, № 1, Sumqayıt Dövlət Universiteti, Sumqayıt - 2018.
11. Английская Лексикографическая терминология – Humanitar Elmlərin Problemləri 4 – cü Beynəlxalq Tələbə Elmi Konfransının Tezisləri. Bakı – 2010, Bakı Slavyan Universitetinin 10 illik yubileyinə həsr olunur.

