

# SAADAT KHALILLI



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109 GARA GARAYEV, BAKU

## EDUCATION

BA ENGLISH TEACHER  
AZERBAIJAN UNIVERSITY  
OF LANGUAGES  
(2016 - 2020)

## CERTIFICATES

IELTS 7.5

TESOL

## SKILLS

- MANAGEMENT SKILLS
- DIGITAL MARKETING
- RESEARCH SKILLS
- CRITICAL THINKING
- COMMUNICATION SKILLS
- MICROSOFT WORD

## LANGUAGE

- ENGLISH
- TURKISH
- GERMAN
- SPANISH

## PROFILE

MOTIVATED AND EXPERIENCED ENGLISH TEACHER AND EVENT ORGANIZER WITH OVER 5 YEARS OF EXPERTISE IN EDUCATIONAL AND EVENT MANAGEMENT SETTINGS.

## WORK EXPERIENCE

STATE SCHOOL 119

2020-2023

ENGLISH TEACHER

- CREATED AND EXECUTED ENGAGING ESL LESSON PLANS ACCORDING TO SCHOOL SYLLABUS REQUIREMENTS.
- ASSESSED AND MONITORED STUDENTS' WRITTEN AND VERBAL SKILLS THROUGH REGULAR TESTS AND EVALUATIONS.
- PREPARED TESTS, EXAMINATION PAPERS, AND EXERCISES TO EVALUATE STUDENT PERFORMANCE.
- PROVIDED TAILORED FEEDBACK TO STUDENTS AND PARENTS, IDENTIFYING AREAS FOR IMPROVEMENT

BAKU MODERN SCHOOL

2018-2019

ENGLISH TEACHER

- ASSISTED STUDENTS IN ACHIEVING TARGET GRADES THROUGH CONTINUOUS SUPPORT AND MOTIVATION.
- MANAGED CHALLENGING BEHAVIOR EFFECTIVELY, MAINTAINING POSITIVE LEARNING ENVIRONMENTS.
- PROVIDED ADMINISTRATIVE SUPPORT, INCLUDING PHOTOCOPYING WORKSHEETS, TYPING CORRESPONDENCE, AND FILING EXAM RESULTS.
- REPORTED ON STUDENT PROGRESS, ACHIEVEMENTS, AND BEHAVIOR.

AZERBAIJAN-ARAB COUNTRIES CORPORATION

2017-2018

EVENT MANAGER

- LED VENDOR NEGOTIATIONS TO OBTAIN COST-EFFECTIVE SERVICES AND PRODUCTS.
- ANALYZED EVENT NEEDS TO OUTLINE AND DEFINE SCOPE OF SERVICES AND PROJECT REQUIREMENTS.
- PROMOTED THE COMPANY'S MISSION AND SERVICES THROUGH SOCIAL MEDIA PLATFORMS.