

EFL teacher
NODIRA MUSAKHODJAEVA
Office hours: Friday 13:00-15:00
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Personal profile:

Professional,
experienced and
motivated specialist with
excellent organizational
skills.

Experienced in handling
variety of tasks
proficiently, working
both on own initiative
and as a part of a team.

Languages:

English- Fluent
Russian - Fluent
Uzbek - Fluent

IT Skills:

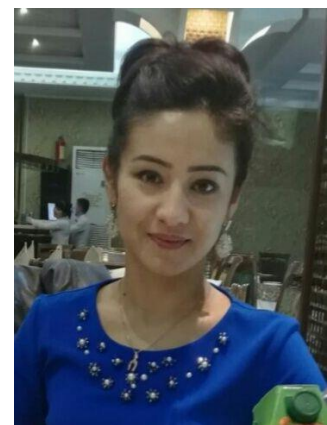
Microsoft Office,
Internet

Driving License:

Category B

Hobbies:

Writing academic books,
Organizing speaking and
reading clubs in English



Work Experience

Yeoju Technical Institute in Tashkent (YTIT), Uzbekistan

Teacher of English for Specific Purposes (ESP) (12.2018 – present)
The Chief of Ladies' Community at YTIT

- Teaching Tourism, BMA, International Management, Primary Education Faculty groups;
- Instructing students to fulfill business projects;
- Conducting IELTS classes for different level students;
- Organizing monthly seminars for Ladies on various topics

The University of World Economy and Diplomacy (UWED), Uzbekistan

Teacher of English for Specific Purposes (ESP) (02.2005 – 10.2018)

- Teaching ESP by coordinating class activities (pair work, group work discussions, team work projects) in diverse groups;
- Instructing students how to make proper academic researches;
- Training students in dealing with Business Correspondence (meeting agendas, meeting minutes, business reports, business proposals, CVs, Cover Letters);
- Facilitating Translation Classes on English-Russian-Uzbek;
- Conducting formative and summative assessment, Feedback

The Academy of Internal Affairs, Tashkent, Uzbekistan

Teacher of ESP (01/2018-04/2018, due to contract)

- Teaching cadets English majored on their speciality
- Training cadets for their exchange program courses in China

JICA Tashkent, Uzbekistan

Interpreter, Personal Translator (03.2007 – 03.2009, part-time)

- Provided simultaneous and consecutive interpretation on lectures, conferences, international meetings on courses of Banking and Economics;
- Translated reading materials with specialized vocabulary in Banking, presentations in subject areas of Banking and Economics;
- Organized meetings with authority and learners of the organization;

- Collected and prepared briefing materials for supervisor concerning official trips and special meetings

Tashkent State Law University, Tashkent, Uzbekistan

Teacher of ESP (09.2005 – 07.2006, part-time)

- Prepared teaching materials, instructed students to improve their listening, speaking, reading and writing skills via individual and group sessions;
- Checked and assessed students' works, organised and ran courses on speciality.

“Hakas-Baraka” LTD

Office Manager (06.2004 – 01.2005), Tashkent, Uzbekistan

- Managed office operations;
- Made daily report of the office operations, systems and procedures
- Translated formal business correspondences
- Instructed clients how to use hi-tech equipment
- Communicating with foreign consumers

Education

Westminster International University in Tashkent

Postgraduate Certificate of Special Study (2013 – 2014), Tashkent, Uzbekistan

The Uzbek State World Languages University

MA's of English Language (2004 – 2006), Tashkent, Uzbekistan

Achievements

- Issued articles on undergraduate teaching methodologies in more than 12 miscellanies of scientific articles;
- Prepared for publication a “Writing for Business” book for ESP learners of Bachelor Degrees
- Successfully participated and was a lead translator for 9 banking officials at 2 international conferences in Uzbekistan;
- Conducted analysis on measurement of students' performance and submitted quarterly reports;
- Facilitated and managed University Projects by students and cooperated in making Business Reports and Proposals.

Certificates

Central-Asian-American Partnership for Academic Development

Certificate of Business Communication, Management, Business Ethics, International Relations. 2003, Tashkent, Uzbekistan

The Institute of Management

Certification 5755, "Information-communication technologies in educational systems". 2014, Tashkent, Uzbekistan

Certificate of Participation

Oxford Professional Development Training, "Inquiry Based Teaching", held by Oxford University Press, June 2019, Tashkent, Uzbekistan