

CAREER OBJECTIVE

*Adaptable professional with 10.5+ years of experience and a proven knowledge of classroom management, curriculum development, and grant administration. Aiming to leverage my skills to successfully fill the **Data collection specialist role at your company.***

WORK EXPERIENCE

Present
Apr 2018

Batken State University, Batken, Batken

Coordinator of American resource center in Batken State University

- Plan and conduct teacher training programs and conferences dealing with new classroom procedures, instructional materials and equipment, and teaching aids.
- Prepare grant proposals, budgets, and program policies and goals, or assist in their preparation.

Present
Sep 2016

Batken State University, Batken, Batken

Head of International relations

- Coordinate, prepare, or review regulatory submissions for domestic or international projects.

Present
Sep 2011

Batken State University, Batken, Batken

English teacher

- Prepare course materials such as syllabi, homework assignments, and handouts.
- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Initiate, facilitate, and moderate classroom discussions.

EDUCATION

Jun 2011

Osh State University

Osh, Osh

Specialist English teacher and linguist

ADDITIONAL SKILLS

- Russian language (Good), English (Excellent), Kyrgyz (Native)
- Computer skills (Excellent)

CREDENTIALS AND LICENSES

- Certificate of Forum English teachers Assossiation in Kyrgyzstan
- Certificate of US Embassy