

PERSONAL INFORMATION

Axaule Kaibuldayeva



📍 4, Bedelbay, Almaty (Kazakhstan)

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📅 Date of birth 01/05/1979 | 🇰🇿 Nationality Kazakh

WORK EXPERIENCE

01/09/2016–Present

Higher education teaching professional

Al-Farabi Kazakh National University, Almaty (Kazakhstan)

- plan, prepare and deliver lessons to University students
- prepare and set tests, examination papers and exercises
- mark and provide appropriate feedback on oral and written work
- organise and get involved in social and cultural activities organized by University
- attend and contribute to training sessions
- undertake administrative tasks, such as keeping student registers and attendance records.

01/09/2014–01/03/2015

English language teacher

Language School M&K, Astana (Kazakhstan)

- plan, prepare and deliver lessons to a range of classes and age groups
- mark and provide appropriate feedback on oral and written work
- grading tests and conducting progress reports
- attend and contribute to training sessions

01/09/2011–30/08/2014

Higher education teaching professional

Al-Farabi Kazakh National University, Almaty (Kazakhstan)

- plan, prepare and deliver lessons to University students
- prepare and set tests, examination papers and exercises
- mark and provide appropriate feedback on oral and written work
- organise and get involved in social and cultural activities organized by University
- attend and contribute to training sessions
- undertake administrative tasks, such as keeping student registers and attendance records.

01/03/2008–30/08/2011

English language teacher

Inter Press International House, Almaty (Kazakhstan)

- planning, preparing and delivering lessons
- preparing teaching materials
- helping learners improve their listening, speaking, reading and writing skills via individual and group sessions
- checking and assessing learners' work
- attending social events of the school

01/09/2006–31/08/2007

Deputy Director

Centre of European Law and Economic Studies, Almaty law Academy, Almaty (Kazakhstan)

- full delegated authority to act on behalf of the Director in her absence;

- responsible for the development and execution of the Centre's work strategy;
- provides leadership and direction for Centre staff, setting an effective agenda;

01/09/2004–31/08/2007 External relations coordinator on TEMPUS-TACIS Project
Almaty Law Academy, Kazakh Humanitarian Law Academy, Almaty (Kazakhstan)

- responsible for external relations
- assisting in meetings
- responsible for correspondence

01/09/2007–31/08/2008 Higher education teaching professional
Almaty Law Academy, Kazakh Humanitarian Law University, Almaty (Kazakhstan)

- plan, prepare and deliver lessons to University students
- prepare and set tests, examination papers and exercises
- mark and provide appropriate feedback on oral and written work
- organise and get involved in social and cultural activities organized by University
- attend and contribute to training sessions
- undertake administrative tasks, such as keeping student registers and attendance records.

EDUCATION AND TRAINING

01/09/2017–Present Ph.D student
Al-Farabi Kazakh National University, Almaty (Kazakhstan)

- Linguistics
- Onomastics
- Intercultural communication

01/09/2010–01/07/2012 Master in Humanities
Al-Farabi Kazakh National University, Almaty (Kazakhstan)

- Foreign Philology

1996–2000 Bachelor's Degree in English language
Taraz State University named after M. Kh. Dulaty, Taraz (Kazakhstan)

09/2008–02/2009 IH Certificate in Teaching English to Adults
IH World

Related document(s): IH certificate in teaching English to Adults.pdf

25/09/2009–20/12/2009 IH Certificate in Teaching Younger Learners
IHWO

Related document(s): IH certificate in teaching younger learners.pdf

PERSONAL SKILLS

Mother tongue(s) Kazakh

UNDERSTANDING	SPEAKING	WRITING
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Curriculum vitae

Other language(s)

	Listening	Reading	Spoken interaction	Spoken production
English	B2	B2	C1	C1
	IELTS certificate			

Related document(s): IELTS cert.pdf

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills • good communication skills gained through experience working as a teacher and Deputy Director

Organisational / managerial skills • leadership/supervision (curator-supervisor of students group)
 • organizational skills gained as the Deputy Director

Job-related skills • effective lesson planning skills
 • excellent classroom management skills

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Basic user	Basic user

Digital skills - Self-assessment grid

• good command of office suite (word processor, Power Point Presentation)

ANNEXES

- IELTS cert.pdf
- IH certificate in teaching English to Adults.pdf
- IH certificate in teaching younger learners.pdf