

# ALGUN SHIRALIYEVA

INTERPRETER/TRANSLATOR/ENGLISH  
INSTRUCTOR

## PROFESSIONAL SUMMARY

Experienced Interpreter/Translator with a strong background in English language teaching. A quick learner with a passion for exploring new fields and acquiring new skills. I take pride in my ability to communicate effectively with people from diverse backgrounds, building positive relationships and ensuring clarity in all interactions. Committed to professional growth and continuous learning to stay ahead in the field.

## CONTACT

-  050-647-56-86
-  aqacayqizi@gmail.com
-  Tbiliski prospekti, Shafayat  
Mehdiyev street

## EDUCATION

Azerbaijan University of  
Languages 2021-2025  
Bachelor of Arts - Foreign  
Language ( English) Teaching

## SKILLS

- Fluent in English (C1 level)
- Strong verbal and written communication skills in English
- Proficient in translation and interpretation (both written and oral)
- Cross-cultural communication
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Online collaboration tools (Zoom, Teams, Google Meet)
- Time management and multitasking
- Public speaking and presentation

## WORK EXPERIENCE

### CASA-Culinary Arts Center of Azerbaijan

Interpreter/Translator  
2023 december/Present

In my current role, I have the opportunity to apply my passion for language and communication. I've learned a great deal of specialized terminology and developed a deeper understanding of various communication styles, which has helped me express opinions more effectively. Working with people from diverse cultural backgrounds has enriched my perspective and allowed me to exchange knowledge on various topics. In addition to translating and interpreting, I also assist my manager with office tasks, gaining valuable administrative skills along the way.

### British Center

English Instructor

2023 february-2023 december

As a Conversation and General English Instructor, I worked primarily with older students, each with different aspirations and goals. I utilized a variety of teaching techniques, including games and interactive activities, to enhance engagement and learning. This job provided me with valuable experience and allowed me to expand my teaching methods and adapt to diverse student needs.

### Edu distance

English instructor

2022 october-2023 may

As a Conversation and General English Teacher, I gained valuable experience teaching students at various proficiency levels. I developed lesson plans focused on improving speaking, listening, and writing skills, and worked with the Cambridge exam system to prepare students for various certifications. This role helped me build strong communication skills and adapt my teaching approach to meet individual learning needs.