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| **ARAILYM**  [**ARAILYM.366126@2freemail.com**](mailto:ARAILYM.366126@2freemail.com) | | | | | | **IMG-20170321-WA0143.jpg** | |
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| **Highlights** | | | | | |
| • Native Russian & Kazakh | | • Excellent verbal & nonverbal communication skills | | | |
| • High-cultural intelligence | | • Detail oriented, organized, & adaptive | | | |
| • Love children | | • Competent in Microsoft Excel, Word, PPP, & Outlook | | | |
| **Education** | | | | | |
|  | | | | | | | |
| Sept 2013 – Present | **Suleyman Demirel University (SDU)**  *Faculty of Philology and Educational Sciences* | | | **Kaskelen, Kazakhstan** | | | |
| • Major: Two Foreign Languages: English & Spanish  • Degree: Bachelor of Education (B.Ed) | | | • GPA: 3.6 / 4.0  • Expected Graduation: June 2017 | | | |
| **Work Experience** | | | | | |  | |
|  | | | | | | | |
| Apr 2016 – Present  (1 year  1 month) | **Intellect Educational Center**  *English Language Teacher* | | **Kaskelen, Kazakhstan** | | | | |
| • Effectively teaching 6 multi-level English Second Language children’s groups through learner-centered approach resulting in improvements to their English language communication and comprehension skills  • Maintaining order and discipline in the classroom of students from the ages of 5 to 17 years old  • Modifying assignments and activities to meet the learning needs of individual students  • Effectively communicating in English, Russian and Kazakh with parents, students and the teaching administration to discuss student progress which lead to overall increased parent satisfaction | | | | | | |
| Apr 2016 – Sept 2016  (6 months) | *Administrator / Receptionist* | | | |  | | |
| • Managed the day-to-day operations of the Center including keeping track of payments, maintaining accurate student attendance records, answering phone calls, and keeping copiers/faxes in working order  • Effectively scheduled classes to align classes with student’s school times, teacher’s availability and maximize classroom utilization  • Cordially met visitors to capture potential clients, ensure parent satisfaction & uphold company standards | | | | | | |
| May 2015 – Sept 2015  (5 months) | **Leader Taxi / Clever LLP**  *Call Operator* | | | | | | **Almaty, Kazakhstan** |
| • Managed customer calls effectively and efficiently in a complex, fast-paced and challenging environment  • Addressed and resolved service, pricing, & caller complaints empathetically, professionally and through clear and specific questions  • Worked 12 hour day / night shifts answering over 600 daily taxi calls | | | | | | |
| **Skills & Achievements** | | | | | | | |
|  | | | | | | | |
| Mar 2017 | **English Olympiad Certificate** for placing in top 20 of National English Olympiad | | | | | | |
|  |  | | | | | | |
| Sept 2013 – May 2016 | **SDU Vision Club: Baganashyl Orphanage Volunteer** | | | | | | |
| • Stimulating children’s thinking skills in Baganashyl Orphanage through fun-engaging activities | | | | | | |
| • Organizing 2014 New Year’s Holiday Celebration for school children | | | | | | |
| • Awarded *Vision Club Certificate* (2016) in recognition of helping orphans better their lives | | | | | | |