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| **ARAILYM** **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** |
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| 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** |  |
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| Apr 2016 – Present(1 year1 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** |
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| Mar 2017 | **English Olympiad Certificate** for placing in top 20 of National English Olympiad |
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| 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 |