**TATYANA** BAKIEVA



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**HIGHLIGHTS**

* Teaching English as the second language
* Demonstrating organizational planning skills
* Microsoft Word, Excel, PowerPoint, Outlook, Fax machine skills
* Speak English and Russian
* Multiple written language skills
* Ability to compose, edit correspondence and prepare reports

**ACCOMPLISHMENTS**

* Organized business meetings and arranged appointments
* Dealt with correspondence, complaints and queries, prepared letters, presentations, reports and general papers
* Led preparatory training of students entering prestigious universities
* Was in charge of distributing and servicing computer equipment
* Coordinated department events, arranged conferences, prepared materials, screened phone calls and maintained schedules and calendars
* Organized cultural exchange for international tourists visiting local places of interest.

**EXPERIENCE**

**03/2003 to 12/2015 Private Tutor of English Language for students entering the universities.**-  Bukhara, Uzbekistan

**01/2006 to 03/2015** **Office Manager.**

**Private company “Ventura Plyus”** - Bukhara, Uzbekistan

**04/2004 to 12/2005** **Teacher of English Language.**

**High School 30** - Bukhara, Uzbekistan

**08/2003 to 12/2003** **Teacher of English Language.**

**High School 8** - Bukhara, Uzbekistan

**03/2002 to 03/2003** **Teacher of English Language. English Instructor**

 **Mehina Jewish Association**

 **Taught Jewish high school students English language - spoken as well as written - to prepare them for entrance examinations in higher education institutions in Israel.**

**High Special Jewish School 36** - Bukhara, Uzbekistan

**EDUCATION**

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| **1998-2002** | **Bukhara State University, Bachelor Degree** **Roman-German Philology (English Department with Honor)** - Bukhara, Uzbekistan |
| **1997-1998** | **Regional Center Of Learning Foreign Languages, Bukhara State** **University. English Language.** - Bukhara, Uzbekistan |
| **1987-1997** | **High School Diploma.** **Magnet School 21** - Bukhara, Uzbekistan |