

DANA KOSHKINBAY

TEACHER/ADMINISTRATOR



📍 Almaty, Kazakhstan
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🌐 27 October 2000
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SKILLS

- Effective communication skills.
- Patience and the ability to remain calm in stressful situations.
- The ability to accept criticism and work well under pressure.
- Physical fitness and agility.
- Cultural sensitivity.
- Swimming ability.

EDUCATION

BACHELOR'S DEGREE
Canakkale Onsekiz Mart University
16.09.2019-12.06.2023

TURKISH LANGUAGE AND
LITERATURE

TRANSLATION STUDIES
Kazakh-Turkish
Humanitarian Technological
College
10.10.2015-25.05.2018

LANGUAGES

English Advanced
Kazakh Native
Russian Native
Turkish Proficient

PROFILE

I am a strong, skillful, and self-organized teacher with 5 years experience of preparing lesson plans and educating students at all levels, providing mentorship, inspiring learners, researching learning strategies. Team player and positive minded individual with multicultural experience in 1+ year of costumer service.

PROFESSIONAL EXPERIENCES

11/2021-present *Skyeng Online School* *English Teacher*

- Providing emotional support and guidance to students, helping them overcome challenges.
- establishing a safe, respectful, and inclusive atmosphere where every student feels valued and encouraged to participate.
- designing fair and comprehensive evaluation methods, identifying students' strengths and weaknesses, and suggesting strategies for improvement.

04/2020- *Medical Center "Temir Med"* 10/2021 *Administrator/Receptionist*

- Consulting clients, managing cash operations and booking appointments.
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Informing patients about the services provided by the clinic
- Planning, coordination and maintenance of doctors' work schedules.

CERTIFICATES

Course in Fashion Modelling,
Goltsman Models

Height and weight: 174 cm/61 kg

Fitness Yoga, Yoga Dom

10.11.2020-18.05.2021

Discover Scuba Course, The Aegean Dive
Center

American English Pronunciation, University of
California, Irvine