

# KHODADAD ARDJOMANDI

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## Professional Summary

Dedicated and experienced EFL teacher with over 20 years of expertise in teaching English to learners of all ages and proficiency levels. Skilled in curriculum development, teacher training, business English, and exam preparation. Adept at designing and adapting courses to meet diverse student needs while fostering a dynamic and engaging learning environment. Experienced in both in-person and online instruction, with strong digital teaching capabilities.

## Key Skills

- English instruction (A2–C1)
- Business English & English for Specific Purposes (ESP)
- IELTS preparation
- Curriculum development & teacher training
- Online and in-person teaching
- Corporate training & professional development
- Digital tools for language learning
- Oral translation (English-Russian)
- Editing & proofreading in English

## Professional Experience

### Teacher of English as a Foreign Language

**American Language Center, American Councils, Chisinau, Moldova/BeOnSpeak School, Chisinau, Moldova/Individual Clients | 2023 – Present**

- Teach online and in-person English courses to groups of 5–10 participants (A2–C1 levels).
- Adapt lessons for both teenagers and adults.
- Provide personalized English instruction to individual clients.
- Participate in monthly and bi-weekly professional training sessions.

### Teacher of English as a Foreign Language

**Online Academy of English Language, St. Petersburg, Russia | 2014 – 2023**

- Designed and adapted English programs for students at all levels (A1–C2).
- Implemented business English courses and exam preparation for IELTS.
- Provided teacher training on modern methodologies and curriculum implementation.
- Taught adults, teenagers, and children in online settings.

### Freelance Language Consultant & Editor | 2013 – 2014

- Edited and proofread documents for companies and organizations in Moldova, including:
  - State University of Medicine and Pharmacy of Moldova
  - Business Finance Consulting
  - AQA Event & Project Management
  - Various NGOs and religious organizations

- Provided private English instruction.
- Conducted oral translations (English-Russian) for business negotiations, general meetings, and NGO discussions.

## Teacher of English as a Foreign Language

### American Language Center, American Councils, Chisinau, Moldova | 2003 – 2013

- Developed curricula for offline classes.
- Taught business English and ESP courses.
- Conducted corporate training for A1–C1 learners from organizations such as:
  - Moldcell SRL, Mobiasbanca OTP Bank, Phillip Morris, BATCO
  - US Embassy Moldova (local staff), Ministry of Education, Ministry of Internal Affairs (anti-trafficking unit)
  - BDO Moldova, Microcredit SRL, ProCredit Bank
- Delivered teacher training through in-house sessions and at META.
- Staff member of the Junior Faculty Development Program, assisting junior professors in improving their English for study in the U.S.A.

## Education & Certifications

- **TESOL Certification** – University of Seattle, Washington State, USA | 2005
- **Bachelor's in Journalism** – Moldova State University, Chisinau, Moldova | 1997–2002

## Languages

- **Dutch & English** – Native
- **Russian** – Fluent
- **Romanian** – Functional

## Technical & Soft Skills

- Proficient in digital tools for online teaching (Zoom, Google Classroom, ESL Brains, Twee, Wordwall, Teach This, English 4 Tutors, Lingua House, Padlet, ).
- Strong adaptability and problem-solving abilities.
- Hardworking, motivated, and committed to student success.

## Interests & Activities

- Sports
- Reading
- Learning languages
- Travel
- Music
- Driving