**Curriculum Vitae**

 **Assel Askerbekovna Kulysheva**

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 Astana

**Telephone Number** +77172 475026

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**Status** Divorced, two children

**Date of Birth** 22February 1982

**EDUCATION & QUALIFICATIONS**

## 2003- 2005 Kazakh State University of International

 **Relations and World Languages,** Almaty

MEd (English and French), Degree with Honors

Thesis: Principal Trends of Higher Education Modernization in the English Speaking Countries and Kazakhstan

**1999-2003** **Semey State University,** Semipalatinsk

BA, (English and German), Degree with Honors

Thesis: Methodology of Distance Learning in Secondary Schools in Kazakhstan

**EMPLOYMENT HISTORY**

* **Personal Development**- a whole range of personal development undertaken throughout my career including a range of leadership programmes.

**February 2016-present Deputy Director for Strategic Development and Marketing**

 **Representative of Hong Kong ALTYNSOFT MEDIA company**

**July 2015 – December 2015 Deputy Director for academic and industry affairs**

 **World Class College in Astana**

 World Class College in Astana is an affiliated branch of Holding Kasipkor (TVET**)** which is a part of Ministry of Education and Science. We deliver a wide range of vocational qualifications in the world-class colleges ( construction, ICT, engineering, tourism and hotel management, power engineering spheres). The scope for the first year is to provide academic qualification Advanced level. As a Deputy Director I am involved into different fields of work and responsible for student’s and staff recruitment and development. I am also happy to combine my role with the role of Exam Officer as I had experience in assessment system before and implement a robust and transparent approach.

**January 2014 – July 2015 Director of Educational Training Centre**

 **(also worked as Director of Teaching Excellence Department and Director of Students’ Affairs department)**

 **Holding Kasipkor (TVET)**

 Holding Kasipkor (TVET**)** is a part of Ministry of Education and Science which delivers a wide range of vocational qualifications in the world-class colleges (oil and gas, construction, ICT, engineering, tourism and hotel management, power engineering spheres). As Director of Educational Training Centre my role was to steer the organisation through what is turning out to be a complex professional recruitment and development education policy for teachers and instructural assistants in those world-class colleges. The other big scope of work was to transfer these knowledge to the vocational system in Kazakhstan. I had regular contact with foreign partners as Pearson, TAFE, GIZ, TVET UK, JAMK, British Council, SPT, GSE systems, PetroED, IADC companies, ministers, school heads, college principals and a vast range of people and organisations operating in the education world. I was also involved in the redevelopment of most of the general and vocational qualifications being offered in Kazakhstan as well as having a very good understanding of international schools and qualification. I managed to combine operational work with a significant amount of national, regional and local – a key element to the dramatic shift in reputation for the Holding KAsipkor.

* Knowledge and understanding of key direction of organization development, for instance, staff development and recruitment for schools and colleges in Kazakhstan, development of personnel cohort of future staff for world class colleges throughout of 840 colleges in Kazakhstan, their recruitment and training based on the modeled programme designed with foreign strategic partner to find out the highest potential staff and delegation of their role
* Design of Student’s professional orientation and recruitment
* System of monitoring and mentoring to succeed with selection of ‘super trainers’ cohort and programme development of experts in assessment to mentor the trainers
* Strategy design of fresh staff adaptation in the company for effective use of personal potential via development of key documents as Handbook for staff, Code of Practice, Confidentiality agreement, coordination of the department and between departments, moreover, systemantic control and monitoring of staff activity (KPI) with the help of aim card and personal assessment of manager by the director and vice versa.

**March 2012 – January 2014** **Head of Assessment Department**

 **(Coordinator, Project Manager)**

#  Centre for Pedagogical Measurements

 **under AEO Nazarbayev Intellectual Schools**

* Affinity for and understanding of current educational issues, especially in recruitment, in-service teacher training, self-evaluation of schools, teacher attestation, leadership for teachers and top management
* Experience of preparing and monitoring performance against business plans and budgets
* Ability to manage across multiple sites
* Understanding of and sympathy with the balance between a non-profit-making ethos and business-like, financially sound management practice
* Ability to manage a constructive relationship between a subsidiary and its parent, and to identify and exploit the opportunities for sharing resources within a group
* Experience of managing substantial change
* Ability to manage a process of continuous operational improvement
* Experience of working in a regulated or otherwise tightly constrained environment
* Understanding of current technological developments and their potential benefits
* Ability to deal effectively with external audiences, including presentation of complex issues
* Department strategy planning and elaboration legal and normative documents on role description etc
* Development and implementation of new collaborative project of in-service teacher and leadership support training between NIS and the University of Cambridge under the auspices of the Ministry of Education and Science of Kazakhstan
* Coordinating work of Centre of International Examinations team (CIE) and the Centre for Pedagogical Measurements (CPM) in NIS
* Actively involved in developing materials for Assessors (content, design and proof reading)
* Successfully coordinating and managing of Assessor Department work
* Working in close conjunction with external professionals from CIE to create and implement an assessment model in Kazakhstan
* Playing a pivotal role in the design and development of CPM website
* Ability to lead and direct senior staff, including senior professionals
* Providing management and support to up to 42 members of staff and 82 in total motivating them towards the achievement
* Fully accountable for the team involved in analysis, data collection and interpretation
* Providing a structured and professional working environment to enable successful implementation of assessment model
* Fully accountable for development of the legal agreements and departmental budget
* Fully accountable for staff recruitment: selection process, interview, developing questionnaires and interpreting the results
* Fully responsible for organisation of Assessors’ workshop with CIE members’ participation: developing questionnaires, interpreting the data, negotiations with national companies, recruitment of translators, preparing activities for the workshop, working with media, etc.
* Actively involved in meetings with external partners and providing robust validation and moderation visit

**January 2012 – March 2012 Chief Manager**

 **Centre of Excellence,**

 **AEO Nazarbayev Intellectual Schools**

* Working in close conjunction with representatives from the University of Cambridge, Faculty of Education, to develop documents forin-service teacher training Programme (Handbooks)
* Actively involved in proof reading and analysis of the materials at the Department of Educational Programmes
* Development and re-drafting of all contractual agreements
* Creating the title and cover for books, brochures
* Fully responsible for website and forum for trainers involved in trainings
* Planning and organization of the Department of Educational Programme work
* Preparing speeches to magazines and newspapers on educational development in Kazakhstan
* Successfully working with media to broadcast the trainings
* Taking part in development the programme for trainers and teachers
* Coordinating implementation of the Programme
* Actively engaged into training organization
* Translating documents on in-service training from English into Russian and Kazakh

**September 2011 – January 2012 BIGBEN Language School**

 **Assistant Director** **of Studies**

* Coordinating recruitment, selection and training of 20 members of staff
* Planning and organising a highly successful marketing programme and driving the company forward to become one of the most successful on educational market
* Monitoring the students, teachers and company staff
* Developing articles and research for conferences
* Developing and implementing new approaches for teachers in teaching
* Negotiating and concluding partnership agreements with foreign universities (6 agreements, several FAM trips)
* Working closely with foreign partners and organising workshops and lectures with external experts for Kazakhstani students
* Giving presentations at educational institutions on education in foreign countries
* Fully accountable for finding new markets in education abroad
* Developing time-table for school teaching curriculum
* Teaching IELTS, TOEFL
* Searching and recruiting native speakers for school

 **January 2011 – August 2011**  **ICentre Education Тraining Agency**

 **Director of Foreign Department**

* Setting up and developing a full service design agency from the initial business planning, financial forecasting and business strategy development through to building and retaining the customer base
* Successfully securing and effectively managing contracts with leading companies in Kazakhstan
* Playing a pivotal role in the launch and development of a new agency
* Successfully organizing and coordinatingof teaching process
* Negotiating with clients and partners
* Searching for new partners abroad and signing Agreements with them (14 partnership agreements)
* Taking part in conference on marketing strategies and research
* Searching and recruiting native speakers for school
* Planning priorities of tasks and progressing work
* Collaborating with professionals and third parties to set up the infrastructure for the company and coordinating recruitment, selection and training of 15 members of staff

 **June 2007 - December 2010**  **Alem Company TB**

 **Translator and** C**onsultant**

* Actively involved in translating written document from Russian into Kazakh and English and vice versa, simultaneous interpreting at meetings
* Giving consultancy on the negotiations

**March 2007 - August 2007**  **Astana TV Channel**

 **Translator and broadcaster**

* Translating news from Associated Press organisation
* Working as a video specialist

 **2003-2005** Experience of translation activity at international conferences

**2005 – May 2007 Boston English-American School**

 **Senior Teacher**

* Managing teachers, staff (25 members) and clients
* Working with documents
* Monitoring teachers’ lessons
* Finding new areas abroad among educational institutions
* Teaching English, TOEFL, IELTS

**August 2004 – June 2005 Ms. Brown Special Training Centre**

###  Teacher of English

### Teaching TOEIC, IELTS, TOEFL

**2003 - 2005** **Kazakh State University of International Relations and World Languages**, **Teacher**

* Teaching English for Special Purposes, Business English
* Research and developing a book for students from Economist’s Department and LegalDepartmentcomparing data from international experience, interpreting and implementing it in Kazakhstan

**October 2003 – July 2004** **Global Language Link International Consulting and Educational Agency, Teacher**

* Teaching English (corporative and business)
* Managing international relations of the company

## 1999-2003 The Faculty of Pre-University Training

 **Teacher of English**

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**I**. ***Participation in international training seminars and workshops***

August 2015 – Certificate of Achievement for Specialised Teacher Training and Development Programme to Prepare and Deliver British Advanced Level Academic Qualifications

October 2014 – certificate Level 3 BTEC Pearson

June 2014 – certificate Level 4 BTEC Pearson

October-December 2013 – participated in webinar under the guidance of John Hopkins University for talented and gifted, USA, and CITO, the Netherlands for test specification and also CIE workshope on assessement of trainers “Leadership for Principal's”

September, 2013 – certificate of trainer “Leadership for Principal's”, (Faculty of Education, University of Cambridge), Centre of Excellence, Kazakhstan

July, 2013 – certificate “Leadership and management”, University of Sussex, Brighton, Great Britain

May, 2013 – certificate from International Study Course at Cambridge Assessment Network “Assessment Overview”, Cambridge, Great Britain

October, 2012 – certificate “Theory and Practice of Tests Development”, CPM, Kazakhstan

April, 2012 – certificate of participation in a workshop for assessors (CIE, University of Cambridge), CPM, Kazahstan

2012 – 3 certificates of Level 3 trainer, Level 2 trainer, Level 1 trainer (each training for 1,5 month) (Faculty of Education, University of Cambridge), Centre of Excellence, Kazakhstan

December, 2011– certificate of fam trip participation to the UK

November, 2011 – certificate of participation in International Conference at Nazarbayev University “Modern Trends in Education”, Kazakhstan

March, 2011 – certificate “Tax Morale as a Financial Background for the Development of Science” (Dr.Tae Y.Jun), Geonxiang National University, South Korea

March, 2011 – certificate “Unique Education System of Human Resources Development for Sustainable Growth of Economy: A Global Experience” (Dr.Choong Lee), Pittsburg State University, USA

March, 2011 – certificate “Course for Studies in Education” (Dr.T.Davies), University of Reading, UK

March, 2011 – certificate “Studies in Education” (Dr.T.Davies), University of Reading, UK

June, 2005 – certificate “Innovation Effectiveness” , Kazakhstan

February, 2005 – certificate “Teaching Grammar”(Peter Master) , British Council, Kazakhstan

January, 2005 – certificate ”Successful Leadership Principles” (Patricia Larson, Diane Stevenson), British Council, Kazakhstan

September, 2004 – certificate “Computer Based Teaching”(Greg Kessler) , Kazakhstan

June, 2004 – certificate “Pioneering Strategies for Interactive Teaching” , Kazakhstan

April, 2003 – certificate of Advanced Level of English from “Intellect” International Consulting-Educational agency, Kazakhstan

**II. *Publications:***

November, 2012 - *“Trainer Assessment Model: Challenges and Perspectives”,* 3rd International Conference, NIS, Kazakhstan

June, 2005 – article *“Main Ways in Modernization of Higher Education in English Speaking Countries, in “Management in Education”* magazine

April, 2005– article *“Australian System of Teachers’ Preparation” in international conference brochure*(Taraz, Kazakhstan)

February, 2005 – article *“Main Trends of Educational System Monitoring in the Sphere of Educational Technologies”* in university conference brochure (Almaty, Kazakhstan)

February, 2005 – article *“Evolution of the US Higher Education” in international conference brochure* (Almaty, Kazakhstan)

October, 2004 – article *“Australian System of Secondary and Higher Education”* in republic conference brochure (Almaty, Kazakhstan)

October, 2004 – article “*Australian System of Secondary and Higher Education”* republic conference brochure (Almaty, Kazakhstan)

May, 2004 – certificate of participation and article in international conference brochure *“Ways of reforming higher education in Kazakhstan: problems and perspectives”* (Bishkek, Kyrgyzstan)

May, 2004 – certificate of participation and article in republic conference brochure  *“ Higher Education in Kazakhstan ”* (Almaty, Kazakhstan)

April, 2004 – certificate of participation and article in international conference brochure of National Association of Teachers of English *“Technology of Distance Learning”* (Shymkent, Kazakhstan)

2003 – Diploma with distribution, report *“Distance Learning in Studying the Foreign Language: Problems and Perspectives of Development in Kazakhstan”*

2001 – Diploma with distribution, report *“Methodological Problems of Ethno-pedagogical Research”*

2000 – Diploma with distribution, report “Death as a Theme of Philosophical Analysis”

1999 – Diploma with distribution, report *“Ethics of Spaenosas: the Problem of Intellectual Love to God”*

2005 – IELTS certificate (8.5)

**Further skills**

**IT Proficiency** Word, Excel, Office, SPSS, Internet and Email etc

**Languages** Russian, Kazakh – native

 English – fluent

 Spanish, German, French - basic

**Driving license** A, B category