

Experienced person with a demonstrated history of working in the higher education industry. Skilled in Research, Corporate Communications, Data Analysis, Teaching, and Higher Education. Strong community and social services professional with a Doctor of Business Administration degree focused in business administration, e-marketing and management

Alima Dostiyarova

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Experience

August 2019 - KIMEP University
current Adjunct Assistant Professor

**Almaty,
KZ**

**Bang College of Business
Management and Marketing Department**

Courses taught: **Business Communication, Decision Making, Change Management, Managerial Ethics, Strategic Marketing, Principles of Marketing** at graduate and undergraduate level

Course evaluation 4,4, 4.5 out of 5; 4,9 out of 5

**Courses
developed:**

For new minor program “Entrepreneurship”:

- Building and Accelerating the Venture

Participation in the development of new courses:

- Social Entrepreneurship
- Entrepreneurship and Innovation: Business Model Innovation
- Developing soft skills lab for the university (Proposal)

**Professional
Membership**

2020

- Vice-President of the Association of Kazakhstani speakers

2020

- Member of the International Council for Small. Business (ICSB)

2019

- Member of the American Association of Business Communication (ABC)

- e-learning club (Kazakhstan)

Since 2010

- Member of the U.S. Association for Small Business and Entrepreneurship (USASBE)

2020

- Mentor at the “KUMBEL”, Kazakhstani Fund for Cultural Social and Educational Development

**January 2019 –
August 2019**

M. Narikbayev KAZGUU University

Nur-Sultan, KZ

Head of Corporate Development & Public Relation Department

- *Developed corporate relationship with business partners, government and non-government organizations, established relationship with sponsors, media agencies (KAZMEDIA, Khabar, Astana news, KAZBAR, Press Club and other)*
- *Coordinated distribution of funds, grants, stipends among students*
- *Developed relationships with university’s alumni*
- *Established and led international program “UniCEN Partnership” with U.S. universities and organizations (ACCELS) with grant volume of USD 40,000 for developing internationalization in the university*
- *Developed international relationship with partners from USA, Europe, Asia, Central Asia*
- *Developed the program and strategies for participation in the Global Giving Accelerator for fundraising*
- *Developed the platform and new strategies for Corporate Endowment Fund*
- *Participated in the activities of PR Club Astana*
- *Established “KAZENERGY Scholarship” for students with winning of 46 scholarships for excellent students*

**January 2019 –
August 2019**

M. Narikbayev KAZGUU University

Nur-Sultan, KZ

Adjunct Assistant Professor. Teaching courses: Business Communication

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January 2013- December 2018	High School of Economics (HSE) KIMEP University, JSC Adjunct Assistant Professor Bang College of Business Management and Marketing Department Courses taught: Business Communication, Change Management, Decision Making Course evaluation 4,73 out of 5; 4,23 out of 5	Almaty, KZ
August 2013 – December 2018	KIMEP University, JSC Grants manager Corporate Development Department <ul style="list-style-type: none">• <i>Coordinated and managed proper distribution of corporate scholarships and grants;</i>• <i>Prepared financial budgets and reports for sponsors and partners;</i>• <i>Developed presentations to customers, sponsors, partners;</i>• <i>Developed projects and trained students for business cases competitions, start-up support);</i>• <i>Developed corporate relationship with partners, sponsors</i>• <i>Increased corporate scholarship fund by 200% in 2018-2019, 2017-2018, 2016-2017 ac years</i>	Almaty, KZ
January 2003- July 2013	KIMEP University, JSC Language Center Language Lab Supervisor and Budget Officer <ul style="list-style-type: none">• <i>Established and coordinated the Language Lab work</i>• <i>Initiated and developed different activities of the Language Lab (audio-, video-recording of lectures, subscription for magazines, newspapers)</i>• <i>Coordinated budget and other financial issues of the department</i>• <i>Led the Language Center Budget Committee</i>• <i>Worked with data processing and analytical work</i>• <i>Projected Language Center Budget and financial reports</i>	Almaty, KZ
March 2001 - September 2001	Nauryz Bank Kazakhstan Specialist <ul style="list-style-type: none">• <i>Prepared documents, instructions and letters</i>• <i>Developed Nomenclature of consolidated Bank's units</i>• <i>Organized keeping information and documents in the Bank's archive</i>• <i>Developed manuals and guidelines for record keeping Bank' staff</i>	Almaty, KZ
August 1999 – February 2001	TORO LLP Manager <ul style="list-style-type: none">• <i>Communicated and negotiated with clients regarding business related issues</i>• <i>Maintained correspondence and negotiated with clients</i>• <i>Cooperated with mass media, advertising agencies; planned promotion campaigns</i>• <i>Trained personnel on administrative issues</i>	Almaty, KZ

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July 1994 – July 1999	Central Administrative Board of Archives and Documentation of the Republic of Kazakhstan Chief Specialist <ul style="list-style-type: none"> • Supervised and check-up documentation processes and archives at the government organizations, ministries and other departments of the Republic of Kazakhstan • Developed and performed training courses for registrar office staff of various government agencies • Organized application of the Government Requirements of the Documentation processes in the governmental organizations 	Almaty, KZ
September 1993 – July 1994	Central State Archive of Scientific-Research Documentation Registrar <ul style="list-style-type: none"> • Developed record keeping instructions for governmental agencies • Supervised state and various departmental archives and documentation units 	Almaty, KZ
September 1991- August 1993	Government archive of Almaty region Inspector of 1st category of methodical instructions <ul style="list-style-type: none"> • Developed documentation processes in the regional organizations • Organized methodical work on nomenclatures and documents keeping in regional organizations 	Almaty, KZ
<u>Education</u> 2008 - 2017	Doctor of Business Administration (DBA), KIMEP University, JSC Graduated - Spring 2017 Dissertation thesis: “Assessment of Organizational Culture at KIMEP University using Organizational Culture Assessment Instrument (OCAI)” Supervisor – Dr. Carolyn Erdener Specialization: Management GPA – 4.03 (out of 4,33)	Almaty, KZ
2003-2006	Master of Business Administration (MBA) KIMEP University, JSC Specialization: Management GPA – 3,98 (out of 4,33)	Almaty, KZ
2005	Princess College English Language courses Upper-Intermediate, Advanced levels	London. UK
1985-1991	Russian State University for Humanities Diploma of Arts History	Moscow, RU
<u>Volunteering</u> 2020, February – exp. June 2020	Kazakhstan Foundation for Cultural Social and Educational Development (KFCSED) KUMBEL Pro Mentor for two teachers of Kazakhstani colleges <ul style="list-style-type: none"> - Life-skills trainings; - Trainings on contemporary teaching methods; - Practicum: conducting lessons in the professional schools to the students or/and colleagues by the teachers 	Almaty, KZ From March 16 - Online
January, 2020- March, 2020	Re-Start and Pre-Start 5 project Curator <ul style="list-style-type: none"> - Leading the group 	Fully online

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**Projects
development
2019**

- Coordinated the project
- Controlled and monitored the establishing goals of mentees
- Checked the assignments
- Teaching and evaluating the progress of participants

Central Asia University Partnership Program (UniCEN)

The project aims to establish partnership with US universities on academic curricular development, raising internationalization, academic mobility and other activities with US universities/ Grants raising up to USD 40 000

- *Led the project: participation in the series of webinars and workshops on internationalization and US relationship development*
- *Established the project for KAZGUU University (coordinated work, research, completed reports, presentations, proposals)*
- *Participated in the Workshop “Central Asia University Partnership Program (UniCEN)*

2014-2016

INOCAST “Creation of innovation centers in Central Asia for innovation catalization in the knowledge triangle: Research–Education–Business” (TEMPUS project)

Position: researcher and manager

Outcome: Opened the Innovation Center at the KIMEP University, grant amount – **68,000 EURO, plus equipment, software purchasing and participation in the training sessions**

Activities:

- Research, market analysis, reports, strategies development, SWOT analysis, funding opportunities, sustainability strategies, implementation plans,

Participation in the projects development:

- Start-up academy for students-entrepreneurs and small businesses,
- “One Belt-One Road” with Chinese partners, research projects, others

Personal development during the Project:

- Training in the Innovation centers of Boras University (Sweden): workshops, lectures, excursions, meeting with mayor of Boras, participation in the car-test experiments in Goteborg,
- Training in the Coventry University (UK): Innovation labs, projects, simulations, pitches presentation
- Training in the University de Autonoma (Spain): Innovation labs, projects, seminars

2009

Opening of the Writing Studio (2-d Center) at the KIMEP Language Center

Activities:

- Mission statement, Project description and justification, Budget calculation
- Design of the Studio

2005

Project development:

Study Center at the KIMEP Language Center (**1-st center**)

- Studied the experience of the Oxford University Study Center (interview with the Director of the Study Center of Oxford University, experience exchange, interviews with former learners)
- Worked on expanding of the Study Center’s functions and attracting students
- Analyzed and projected the Study Center’s work
- Conducted research through the questionnaires about students’ and instructors’ needs, desires, discovering and improving the Study Center performance
- Developed the project “Live Lectures Records” within the KIMEP’s faculty for Academic English courses (recording lectures and live speeches for listening and notes taking)

Research

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Publications:		
2018	Alima Dostiyarova, Liza Rybina. “From Nomads Heritage to Future Energy at EXPO-Kazakhstan: a Study of Patriotism, Cosmopolitanism and Visitors’ Satisfaction” (ISSN #1991-3494), pp.101-105	The Bulletin of the National Academy of Sciences of RK, vol. 5
2016	Alima Dostiyarova. “Students’ Perception of Organizational Culture at KIMEP University Based on OCAI instrument” (ISSN #1991-3494), pp. 89-94	The Bulletin of the National Academy of Sciences of RK, vol. 3
2014	Alima Dostiyarova, Liza Rybina. “Using Collaborative Learning Techniques as Innovation Method of Teaching Marketing and Management courses at KIMEP University, Kazakhstan” (ISSN #1496131150) at the Fairfield University’ workshop	Fairfield University, USA
2014	Alima Dostiyarova “Developing and Running Business Simulations & Role-Plays During The Course “Business Communication” (ISSN #1496131150)	Fairfield University, USA
2012	Alima Dostiyarova. “Dynamics of Entrepreneurship Development in Kazakhstan”. Journal of Marketing Development and Competitiveness (North American Business Press), vol. 6(2), Spring 2012 (ISSN #2155-2843)	North American Business Press, vol. 6(2), Spring 2012
2010	Alima Dostiyarova, Elmira Bogoviyeva. “Kazakhstan Nation Brand: Political, Economical and Cultural Narratives” On-line publication by Institute for Cultural Diplomacy, Berlin, Germany. Nominated as one of the best papers in the conference.	On-line publication
Conference participation		
2019	Reviewer of Conference’ papers of the United States Association of Small Business and Entrepreneurship (USASBE) (the conference will take place in January 2020)	New-Orleans, USA
2018	- KIRC XV (KIMEP University) “Patriotism, Cosmopolitanism and Visitors Satisfaction with EXPO-Kazakhstan at the Crossroads of the New Silk Road” (Rybina Y., Dostiyarova A.) = KIRC XV (KIMEP University) “In the route of the Silk Road: perception of organizational culture by students, faculty and administrative staff at KIMEP”	Almaty, KZ
2015	- VII International Conference, Building Cultural Bridges: Integrating Languages, Linguistics, Literature, Translation, Journalism, Economics and Business into Education (ICBCB-2015) Papers presentation: - “Corporate Culture in Kazakhstani Companies: New Trends and Issues” (Dostiyarova A., Rybina Y.) - “Cultural and Heritage Tourism: Building Bridges Between People from Different Cultures” (Rybina Y., Dostiyarova A.)	Almaty, KZ
2014	- KIRC XI (KIMEP University) Paper presentation New Trends of Organizational Behavior and Culture in Kazakhstan	Almaty, KZ
2011	- The 56-th Annual ICSB World Conference (International Council for Small Business)	Stockholm, Sweden

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	Paper presentation “Dynamics of Entrepreneurship Development in Kazakhstan” - VIII KIRC (KIMEP University)	Almaty, KZ
2011	Papers presentation: 1. “Kazakhstan National Identity” 2. “Capabilities of entrepreneurship in Kazakhstan” - United States Association of Small Business and Entrepreneurship (USASBE)	Hilton Head, USA
2010	Paper presentation “Capabilities of entrepreneurship in Kazakhstan. Challenges and Opportunities” - Nation Branding in a Globalized World: An International Conference on the Economic, Political, and Cultural Dimensions of National Branding	Berlin, Germany
2010	Paper presentation “Kazakhstan Nation Brand: Political, Economical and Cultural Narratives” - VII KIRC (KIMEP University)	Almaty, KZ
2010	Papers presentation: 1. “Business Ethics in Caucasus Region: Armenia, Azerbaijan and Georgia” 2. “Finding and Acknowledgments of the Foundation English Courses Survey using test-retest Reliability” - International Business Forum	Almaty, KZ
	Paper presentation: “Challenges of doing research in the Caucasus region”	
Rewards & Achievements:		
2020, June	- Bloomberg Market Concept (BMC)	Bloomberg Online GoViral.kz LinkedIn Learning, Sunnyvale, CA, USA
2020, June	- Python at Online Boot Digital Camp (Go Viral)	
2020, January	- Certificate of completion of the course “Introduction to STATA”	
2019, November	- Certificate of completion of the course “SPSS for Academic Research”	
2019, November	- Certificate of completion of the course “Time-Tested Methods for Complex Decisions”	
2019, October	- EFMD Global Network	Almaty, KZ
2019, September	- ELForum (International conference of practice in Distance Learning)	Almaty, KZ
2019, May	- Asia Partnership Program (UNICEN)	Tashkent, UZ
2017	- Letter of Appreciation from the Ministry of Education and Sciences of Republic of Kazakhstan	Almaty, KZ
2016	- Winner of the Scholarship under Erasmus Mundus Action 2, Euro - Asian Cooperation for Excellence and Advancement II	Ljubljana University, Slovenia
2014	- Certificate of Appreciation for significant contribution in Charity project “Women to Women”. Master class given to representatives of women community of the rural region of Kazakhstan	Almaty, KZ
2012	- Certificate of Appreciation for excellent contribution and service to KIMEP University	Almaty, KZ
2011	- Outstanding Conference Reviewer of the United States Association of Small Business and Entrepreneurship (USASBE) New Venture Creation and Venture Financing Track	Hilton Head, USA
2010	- Member of the Finance Committee of the VII KIRC Conference; the Certificate of award	Almaty, KZ
Languages	<i>Native: Russian and Kazakh, English</i>	
Computer skills	<i>MS Office (Word, Excel, PowerPoint, Access), Internet, e-mail, SPSS, STATA Python, Stenography</i>	
Other skills	<i>Higher Education, Research, Teaching, Curriculum Development, Leadership, Change Management, Data Analysis, Strategy, Corporate Communications, SPSS,</i>	

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Academic Research, Decision-Making, Statistics, Presentation Skills, Program Development, Entrepreneurship, Fundraising, University Teaching, Academic Advising, Economics, Original Research, Staff Development, Student Development, Organizational Development, International Relations, English, Facilitation, Grant Writing, Presentations, Nonprofit Organizations, Intercultural Communication, Research Design, Proposal Writing, Relationship Building, Program Evaluation, Corporate relationship, Business Decision Making, Negotiation, Business Development

Other

*Driver's license
Good analytical and interpersonal skills, communicative, motivated, creative, innovative, goal-oriented, energetic, pro-active, flexible, open-minded*

Personal

Nationality: Kazakh