

AIGUL SERALINOVA

PROFESSIONAL EXPERIENCE

The OSCE Programme Office in Astana – Astana, Kazakhstan

Senior Program Assistant – (10/2012-09/2018)

- Monitored and reported on gender issues (including gender mainstreaming, women's rights), trafficking in human beings at the national and local levels through official documents, existing and draft legislation, newswires and mass media, reports by NGOs, international organizations and other experts.
- Drafted, prepared, implemented, monitored and evaluated projects, budgets, financial and narrative reports related to the gender, trafficking in human beings and domestic violence activities of the mission. Assisted in identifying national and international experts, other partners, the logistical aspects of the events.
- Contributed to briefings and other reports related to the mission's activities, as well as talking points and speeches for the Head of Mission, Deputy Head of Mission, and Human Dimension Officer focusing on drafting reports related to the Mission's activities in the human dimension. Drafted press releases and other public relations materials related to the work of the Human Dimension department. Attended seminars/roundtables and other events organized by state institutions, NGOs and other partner organizations; prepared relevant memos to keep the office informed.
- Maintained regular correspondence and working relations with state institutions (in particular National Human Rights Institutions, the judiciary, the central and local governments and parliament), international and national non-governmental organizations, human rights defenders, and other diplomatic missions.
- Organized and co-organized activities implemented in partnership with the Mission in the above-mentioned areas.
- Maintained regular working relations and consultations with OSCE institutions. Organized and co-organized activities implemented in partnership with Institutions and delegations.

Public Fund “Zhety-Agash” – Almaty, Kazakhstan

Social Program Development Specialist – (04/2012-09/2012)

- Worked on writing a social program for women inmates
- Research
- Worked on fundraising
- Wrote grant proposals

St. Louis County Municipal League – St. Louis, MO, USA

Graduate Student Intern – (01/2011-07/2011)

- Worked on the project of best practices and cooperation between local governments in St. Louis County
- Worked on capacity building project of small municipalities of St. Louis County
- Created the data base on cooperation of 91 St. Louis County local governments
- Worked with the Mayor of Clarkson Valley City, MO on capacity building of small municipalities of St. Louis County

The Embassy of the Kingdom of the Netherlands – Astana, Kazakhstan

Political and Human Rights Officer/Project Officer – (10/2008-03/2009)

- Project identification
- Project assessment (for SEP assessment to be counter-signed by CdP)
- Responsible for filling the dossiers, keeping up digital project overviews
- Project monitoring
- Monthly progress reports on the program
- Follow up, analysis and reporting on political developments in Kazakhstan, Kyrgyzstan and Tajikistan
- Liaison with opposition and NGOs in Astana and Almaty (in close cooperation with Deputy Head of Mission). Reporting on meetings upon necessity
- Attended events (political, civil society) upon necessity

National Democratic Institute for International Affairs (NDI) - Almaty, Kazakhstan

Project Manager Information Centers for Democracy - (09/2007-10/2008)

- Managed NDI's regional information centers and staff, and oversee financial reporting of centers
- Provided NDI with programmatic assistance, consultation, feedback and advice for NDI's Information Centers program
- Compiled News Digest for regular distribution to Information Centers
- Provided regular written reports to NDI/KZ on Information Centers
- Provided logistical support services for trainings, meetings, and conferences
- Maintained communication with ICD offices and partner organizations
- Managed all ICD operations, programs and activities
- Hired, supervised, and evaluated ICD staff
- Monitored program budgets and all financial disbursements of ICD

Ernst & Young, Tax and Legal Department - Almaty, Kazakhstan

Tax Assistant - March 2007-(03/2007-09/2007)

- Followed up with the billing process
- Reviewed and verify all the forms (conflict check, engagement and client set up forms, engagement and client acceptance forms)
- Worked closely with the accounting department
- Calculated of travel expenses and cash outflow vouchers
- Created internal credit note/fee note request forms

ORKEN, INTERNATIONAL FUND FOR HUMANITARIAN AID AND DEVELOPMENT - Almaty, Kazakhstan

Language Helper-(10/2006-03/2007)

- Taught non-native speakers Russian and Kazakh
- Explained grammatical structures in English
- Translated materials for English language Department
- Interviewed prospective students to determine their level of conversational English

IREX, INTERNATIONAL RESEARCH AND EXCHANGES BOARD - Almaty, Kazakhstan

E. Muskie Fellowship Program Assistant/ Educational Program Division Alumni Coordinator-(01/2006-07/2006)

- Recruited new candidates through giving lectures throughout Kazakhstan
- Guided new applicants through the application process
- Coordinated exams and interviews for the candidate selection process
- Organized activities for alumni of US Government Exchange Programs

Executive Assistant-(11/2004-12/2005)

- Provided administrative assistance to the Regional Director & Administrative Officer
- Cooperated with the CA Regional Offices.
- Assisted the Educational Fellowship Programs Coordinators with recruitment
- Answered incoming phone calls and directing them to appropriate staff
- Gave phone and walk in consultations on the IREX administrated programs
- Arranged logistics for the IREX staff (prepared invitation letters for visas for the staff, booked and ordered tickets)
- Performed oral and written Russian/English/Kazakh translations.
- Kept office files and materials

EDUCATION

Texas A&M University – College Station, Texas, USA
Ph.D. student, Cultural Anthropology (2018-Present)

Washington University in St. Louis - St. Louis, Missouri, USA
MSW, Social Economic/Political Development (2009-2011)

Kazakh State University of International Relations and World Languages - Almaty, Kazakhstan
(09/1996-06/2001)
Department of Roman-Germanic Languages, BA in English, French and Literature in Higher Education, Institutions

PROFESSIONAL DEVELOPMENT

The 12th Ewha Global Empowerment Program Alumna – the Ewha Woman’s University, Seoul, South Korea, August, 2017
US State Department Alumni Grant – Almaty, Kazakhstan, 2011-2012

The US State Department funded Fulbright Scholarship Alumna – The USA, 2009-2011

Daniel Sanders Scholarship Fellow – The Brown School of Social Work, the USA, 2009-2011

St. Louis County Municipal League – St. Louis, MO, USA
Student Intern (01/2011-8/2011)

Co-chair of the Jesus, Justice and Poverty Student Group – Brown School of Social Work, 2009-2010

The Starlink Kazakhstan Program sponsored by the Netherlands Ministry of Foreign Affairs, Democratic Governance of the Security Sector: Law Enforcement – Astana, Kazakhstan, 3-8 November, 2008

George Mason University, Office of Continuing Professional Education – Almaty, Kazakhstan
Seminars on Alternative Dispute Resolution, July 16-17, 2007

Westbourne Academy - Bournemouth, England
English Language Courses, August 2000

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Power Point, Outlook Express, Microsoft Photo Editor

LANGUAGES Russian (fluent), Kazakh (conversational), English (excellent), French (basic).