



## Dana Kaldybayeva

**Nationality:** Kazakhstani **Date of birth:** 13/11/1989 **Gender:** Female

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### ABOUT ME

My name is Dana Kaldybayeva, and I am originally from Kazakhstan, where I graduated Bachelor's in English-Chinese foreign languages and Bachelor's in Management. I have worked in great teams and corporate environments of General Electric Inc. and KPMG companies, where I gained valuable experience in professional and personal development. My willingness to study the science of environment brought me to the University of Szeged in Hungary. I graduated in July 2020 gaining valuable theoretical and practical knowledge in the field of Geosciences, having courses in both Human and Physical Geography. Currently, I am searching for a job position or project work in the areas to gain more work experience in the research, collective data management, climate change, and sustainable management fields.

I have written an MSc thesis on "Land cover change in Balkhash Lake area of Ili River catchment and the relationship with climate change with Geographic Information System application". The main method of that work is collective data analysis of the satellite images with EVI (Enhanced Vegetation Index) indices. From 2020-till 2022 I have attended a research project work on Soil Moisture management in small vineyards in an area of Hungary and have two publications published. The purpose of the work was to collect the measurement data of the temperature and wetness of the soil to analyze climate change and the application of R for statistical analysis.

I feel great potential and motivation to manage the new challenges to pursue my goals and sharpen my experience and cooperate in projects with sustainable and renewable energies with the application of data collection and data analysis.

### WORK EXPERIENCE

#### English language Tutor (remote work)

*Skyeng* [ 01/02/2020 – Current ]

**City:** Budapest

**Country:** Hungary

- English language teaching.
- General language instruction.
- Preparation for IELTS.
- Managing the work in the internal system.
- Assign homework and interesting exercises.
- Identify students with special requirements and create individualized plans.
- Determine exam and assignment grades.
- Provide feedback based on workload and progress.
- Research new language teaching methods.
- Collaborate with teaching staff and administrators to foster an excellent teaching experience

#### Environmental Researcher

*Hungarian University of Agriculture and Life Sciences* [ 01/09/2020 – 15/09/2022 ]

**City:** Budapest

**Country:** Hungary

Participating in research projects connected with soil moisture monitoring in watersheds and catchments. The research work participation in the Csorsza catchment near Balaton Lake with the soil moisture monitoring measurements with climate change impact with three different treatment fields also to follow the most efficient for sustainable management. The research work required GIS knowledge, fieldwork measurements, the knowledge of R for statistical analysis, the application of the vegetation indices, and relevant literature in the field of soil hydrology. Sustainable management is of the fields of my interest, where I am willing to apply my practices and knowledge.

### **Tax and Legal Department Administrative Management Specialist**

**KPMG Tax and Advisory LLP** [ 23/08/2017 – 27/08/2018 ]

City: Almaty

Country: Kazakhstan

- Manage HR, Accounting and Finance documents.
- Organize and coordinate business meetings, travel and accommodation for department staff.
- Prepare contracts and invoices.
- Coordinate administrative support to Partners, Managers and the department team members.
- Coordinate with Supervisor, department, and central administration personnel to verify that the correct facilities and administrative support are provided.
- Arrange both internal and external events.
- Manage and route office communications, letters and documents.
- Conduct the employee orientation
- Attend meetings, functions, and events.
- Coordinate facility scheduling, space utilization optimization for department members.
- Practice conflict resolution and effective interpersonal communication when serving emotional/confrontational callers.
- Assists Principal Investigator to appropriately and efficiently use space and to report the correct use of space to the department.
- Oversee renovation of department space and maintain and update Space System data.
- Coordinate work with interns and junior team members.
- Assist in project works.
- Perform general administrative work.

### **Facilities and Environmental, Health and Safety management Specialist**

**General Electric (GE) International Inc.** [ 31/03/2014 – 20/07/2017 ]

City: Almaty

Country: Kazakhstan

- Develop, implement, and ensure compliance with safe workplace programs, policies, and procedures that enhance incident prevention and compliance with company, local, and governmental rules and regulations.
- Interface directly and appropriately with all regulatory agencies.
- Coordinate effective training for all employees in areas such as safe-workplace policies, practices, laws and regulations, hazardous condition monitoring, and use of safety equipment.
- Investigate industrial accidents, injuries, or occupational diseases to determine root causes and recommend preventive measures.
- Prepare and submit reports to incident flash reports, monthly reports, and finding reports from incident investigations or facility inspections.
- Inspect facilities, and technical and safety equipment to identify and correct potential hazards and to ensure regulatory compliance.
- Assess ergonomic conditions and environment to reduce the incidence of muscular-skeletal conditions.
- Support operational ownership of workplace safety thru training and support of behavioral-based safety observations, incident investigations, and other company initiatives.
- Collaborate with human resources in all situations involving modified work duty, work restrictions, or accommodation.
- Review and report findings from incident investigations, facility inspections, or environmental testing.
- Audit the facility and site for compliance and EHS security standards.
- Provide training to the workforce to ensure security practices are understood and consistently applied.

- Collaborate with Engineers and Utility Maintenance to ensure appropriate work is done to ensure appropriate upkeep of the building.
- Collaborate with site leaders to ensure coordination of work activities on these systems.

### **Human resources specialist**

**LLP "Winncom Technologies CA"** [ 01/04/2012 – 01/12/2013 ]

City: Almaty

Country: Kazakhstan

- Administer health and life insurance programs.
- Implement training and development plans.
- Plan quarterly and annual reports.
- Update employee records with new hire information and change in employment status.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Develop and implement HR policies throughout the organization.
- Monitor budgets by departments.
- Process employees' queries and respond in a timely manner.
- Stay up-to-date and comply with changes in labour legislation.
- Consult with employers to identify needs and preferred qualifications.
- Interview applicants about their experience, education and skills.
- Contact and coordinate references and perform background checks.
- Inform applicants about job details such as benefits and conditions.
- Assistance in hiring and documentation for staff hiring or referring qualified candidates, recruit and coordinate interviews.
- Resolve issues between management and employees.
- Distribute, complete, and process paperwork for new hires.
- Conduct new hire orientation and benefits orientation to build a strong foundation for new employees and increase employee engagement.
- Direct disciplinary procedures.
- Process paperwork.

### **Secretary translator**

**LLP "Ata Stroi"** [ 01/10/2011 – 31/03/2012 ]

City: Almaty

Country: Kazakhstan

- Manage records keeping.
- Register incoming and outgoing documents.
- Translate the international documents.
- Manage administrative work.
- Manage and coordinate business trips.

## **EDUCATION AND TRAINING**

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### **MSc in Geography, Landscape and Environmental Research specialization**

**Szeged University, Department of Physical Geography and Geoinformatics** [ 03/09/2018 – 30/06/2020 ]

City: Szeged

Country: Hungary

Level in EQF: EQF level 7

### **Bachelor in Economics, management specialization**

**Kazakh Economic University named T.Ryskulov** [ 01/09/2011 – 30/06/2013 ]

City: Almaty

Country: Kazakhstan

Level in EQF: EQF level 6

## Philology in English-Chinese languages, bachelor degree

**International Kazakh-Turkish University named H.A.Yassawi** [ 01/09/2007 – 30/06/2011 ]

City: Turkistan

Country: Kazakhstan

Level in EQF: EQF level 6

## First Aid Training

**SOS International** [ 22/04/2015 – Current ]

City: Almaty

Country: Kazakhstan

- First aid for adults and children before the arrival of an ambulance

- Safety managing

## IELTS

**British Council Almaty** [ 22/02/2017 – 21/02/2019 ]

Address: Zholdasbekov Street 97, 050051 Almaty (Kazakhstan)

Website: <https://www.britishcouncil.kz/studyuk/almaty>

## GIS Internship

**Kiskunság National Park** [ 01/06/2019 – 26/07/2019 ]

Address: 6000 Kecskemet (Hungary)

Website: [knp.hu](http://knp.hu)

Field(s) of study: Natural sciences, mathematics and statistics: *Natural environments and wildlife , Earth sciences*

- Georeferencing raster data;
- Digitization aerial images with forest cleanings, creating thematic maps using aerial images;
- Tracking the changes in composition and structure of forests using remote sensing data;
- Analysis of spatial data, as the correlation between the fine-scale distribution of protected plant species, edaphic factors, relief and others;
- Forest field works;
- GPS tracking of the routes;
- Working with Geographic Information Systems;

## Writer

**Centre of European progression** [ 01/11/2021 – 01/05/2022 ]

Address: square de meeus 35, Silversquare Europe, Brussels, Belgium 1000, BE, 1000, BE Brussels (Belgium)

## Policy Coherence and System Thinking for Sustainable Development

**United Nations System Staff College** [ 01/10/2022 – 15/11/2022 ]

Website: <https://www.unssc.org/>

## LANGUAGE SKILLS

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Mother tongue(s): **Kazakh** | **Uzbek** | **Russian**

Other language(s):

### English

**LISTENING C1 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

### Turkish

**LISTENING B1 READING B1 WRITING B1**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1**

### French

**LISTENING A1 READING A1 WRITING A1**

**SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1**

## DIGITAL SKILLS

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Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Google Drive / Google Docs / Zoom / Social Media / Team-work oriented / Good listener and communicator / Organizational and planning skills / Written and Verbal skills / Motivated / Analytical skills / Decision-making / Reliability / Research and analytical skills / Presenting / Responsibility / Creativity / Flexibility / Critical thinking / Conflict resolution / Strategic Planning / Empathic listener / Excellent writing and verbal communication skills / Good time management / Cross cultural skills / positive thinking / Good Communication / Teamwork / Detail-Oriented / Skype / Q-gis / ESRTI ArcView GIS / Geographical Information Systems (GIS) / Geographical Informations System (ArcGIS) / ArcGIS QGIS / Good command of ESRI ArcGIS / Analyze Data Using SPSS / SPSS SOFTWARE / remote sensing software / Remote sensing (ENVI)

## PUBLICATIONS

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### **Analysis of vegetation dynamics and geomorphometric variables in the Rákos watershed, Hungary**

[2022]

Dana Kaldybayeva, Gabor Halupka, Zsuzsanna Harkanyina Szekely, Istvan Waltner

Soil moisture plays a significant role in vegetation, climate, and desertification of the land cover. Within the analysis of soil moisture indices, it is possible to structure the environmental planning system, land-use planning, and sustainable development strategies. The application of vegetation indices currently is one of the most efficient methods of producing information in local and global planning. Vegetation dynamics are dependent not only on meteorological factors but also on soil and soil moisture dynamics. Geomorphometric variables, such as slope or aspect, can have a significant effect on such dynamics. The aim of the study was to develop a time series of Sentinel-2-derived vegetation indices (such as the Normalized Difference Vegetation Index (NDVI), and to compare the observed dynamics with the geomorphometric features derived from a digital terrain model.

### **SpatialAquaCrop, an R Package for Raster-Based Implementation of the AquaCrop Model.**

[2022]

Vinicius Deganutti De Barros, Istvan Waltner, Gabor Halupka, Dana Kaldybayeva.

Modeling crop water use and soil moisture availability are becoming increasingly critical, particularly in light of recent drought events. Our study focuses on the spatial application of the AquaCrop model, using a raster-based approach in an R-based environment. The formulated methodology was initially applied and tested on two point-based examples in the Central region of Hungary, followed by the spatial application of the model at the Rákos Stream catchment in the same area. For evaluation purposes, we also utilized satellite-based NDVI data. The results showed a strong correlation between NDVI values and the model-based biomass estimation. We also found that the model simulated the soil moisture content reasonably well, with a correlation coefficient of 0.82. While our results support the validity of the applied methodology, it is also clear that input data availability and quality are still critical issues in the spatial application of the AquaCrop model.

## ORGANISATIONAL SKILLS

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### **Organisational skills**

- **Planning:**

Decision making, information gathering, analytical and critical thinking, development planning, problem-solving, project management.

- **Physical organization:**

Creative thinking, identifying problems, effectiveness, productivity, prioritization, handling details.

- **Teamwork:**

Collaboration, goal setting, delegation, attentive listening, oral communication.

- **Other organizational skills:**

Adaptive, attentive to details, planning, documenting, research, confidence, responsibility, working with a team, managing conflict.

## **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Communication and interpersonal skills**

- **Empathy:**

Encouraging and inspiring people to do their best, tolerance and respect for team members, patience when dealing with others, respect for everyone, no matter who they are, compassion and diplomacy.

- **Leadership:**

Encouraging, mentoring and teaching, Inspiring and motivating others to achieve greatness, positive reinforcement, instructing, inspiring trust.

- **Positive attitude:**

Behavioural and social skills, socializing skills, humour, friendliness, networking, developing rapport.

- **Other communication and interpersonal skills:**

Public speaking and presentation skills, flexibility in thinking and operating style, constructive feedback, conflict management and resolution skills, nonverbal cues and body language.

## **JOB-RELATED SKILLS**

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### **Job-related skills**

#### **Soft skills:**

- Administrative skills, knowledge of languages, optimization of the working processes, educational and scientific skills, teaching and learning fast, testing and translation skills, word processing and editing.

#### **Hard skills:**

- ArcMap, QGIS, Microsoft Word proficiency, Data management with data acquisition, application and analysis, R language, mapping, modelling and simulation, cartography, remote sensing, geographic information systems, environmental modelling.
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