

ALTYN BAIGALIYEVA

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EDUCATION

Boston University

MSc in Applied Business Analytics

Boston, MA, USA

Expected May 2026

Kazakh National Technical University

BSc in Civil Engineering

Almaty, Kazakhstan

Sep 2008 - May 2012

Chevron Scholarship Recipient, 2010 - 2012

WORK EXPERIENCE

[Solidcore Resources](#)

Astana, Kazakhstan

Project administrator

May 2023 - Sep 2024

- Managed communication between stakeholders and the Head of PMO for multiple projects.
- Developed and maintained project schedules, ensuring alignment with deadlines and budget constraints.
- Assisted in business process improvement initiatives to enhance operational efficiency.
- Monitored contractor deliverables and provided regular status updates to stakeholders.

[Noventiq](#)

Astana, Kazakhstan

Project administrator

Dec 2021 - Apr 2023

- Led the execution of the project for KazMunaiGaz, centralizing IT infrastructure using Microsoft solutions.
- Oversaw the implementation of a business analytics system based on Microsoft Power BI for KazMinerals, enabling enhanced reporting and incident tracking for safety compliance.
- Coordinated communication between stakeholders, tracked project progress, and maintained documentation for efficient project execution.

[Nazarbayev University](#), School of Engineering

Astana, Kazakhstan

Graduate Teaching Assistant, Engineering Management program

Dec 2016 - Dec 2021

- Coordinated MSc and PhD admissions committee processes and documentation.
- Led tutorial and laboratory sessions, facilitating student learning and engagement.
- Provided academic support and guidance to students, reinforcing key course concepts.

[Tengizchevroil](#) (Chevron's Business Unit)

Tengiz, Kazakhstan

Engineering Construction Manager

Jun 2012 - Dec 2016

- Led a \$11MM capital project at the Complex Technology Lines (KTL) Plant in Tengiz.
 - Oversaw project lifecycles from initiation to execution, ensuring compliance with international standards.
 - Managed cross-functional teams and coordinated with Field/Plant Operations.
 - Developed and enforced project schedules, cost control measures, and risk management plans.
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SKILLS & TECHNOLOGIES

- **Data Analysis & Compliance:** SQL, R, Python, Power BI, Tableau, Microsoft Office Suite (Excel, Project)
 - **Languages:** English, Russian, Kazakh
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COMMUNITY INVOLVEMENT

- Volunteer, Project Management Institute (PMI) Kazakhstan Chapter (Since 2019)
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ADDITIONAL HIGHLIGHTS

- Enthusiastic about outdoor activities including running and rock climbing to maintain an active lifestyle.
- 4 months of experience in eCommerce, managing product listings on eBay, Amazon, and Etsy, optimizing descriptions and visuals for better engagement. Skilled in creating and maintaining databases for inventory and sales tracking, as well as using GIMP for graphic editing and product image design.