

## PERSONAL INFORMATION **Umida Abdurakhimova**

✉ Uabdurakhimova@wiut.uz

## WORK EXPERIENCE

September, 2019- currently **Westminster International University in Tashkent, Uzbekistan**

**Position: University Lecturer**

designing teaching materials, curriculum development

-conducting lectures and seminars

-running professional development sessions for regional teachers

-assessment

-personal tutoring- providing academic support and advice to students

-conducting observation of the colleague

**Embassy of the United Kingdom of Great Britain and Northern Ireland, Uzbekistan**

**Position : Chevening coordinator/Political and Public Diplomacy Officer**

July, 2018– July, 2019

-organizing Chevening promotion campaign

-coordination of selection process including venue tendering

- managing alumni network

-preparing reports on Chevening scholarship program in the country

-running administrative duties

September, 2010–July, 2018 **Westminster International University in Tashkent, Uzbekistan**

**Position: University Lecturer**

-designing teaching materials, curriculum development

-conducting lectures and seminars

-running professional development sessions for regional teachers

-assessment

-personal tutoring- providing academic support and advice to students

-conducting observation of the colleagues

## EDUCATION AND TRAINING

2020-currently **Part-time PhD researcher**

02/09/2012–12/07/2014 **Master Degree in Translation Theory and Practice**  
The Uzbek World Languages University, Tashkent (Uzbekistan)

Distinction

05/06/2010–01/07/2010 **Tesol Certificate**  
SIT Graduate Institute, New York (United States)

TESOL Certificate

**Bachelor in translation (English and Arabic)**

First class with

02/09/1997–24/06/2001 The Uzbek Worlds Languages University, Tashkent (Uzbekistan)

01/03/2019–01/03/2019 Art of Public Speaking

Certificate in Public Speaking

Alpha Education, Tashkent (Uzbekistan)

09/09/1999–04/01/2000 Business Ethics and Business Communication

Certificate in Business Ethics and Business Communication

Central Asian-American Partnership, Tashkent (Uzbekistan)

## PERSONAL SKILLS

Mother tongue(s) Uzbek

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2		C2	C2	C2
Russian	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Good communication skills gained through:

- my work in many International organizations such as Westminster International University in Tashkent, British Embassy in Tashkent
- constantly working on enhancing my communication skills by attending various seminars and workshops; by networking with local and international community and attending different events and work-related meeting

Organisational / managerial skills

Strong organisational skills gained as Chevening officer, I was leading the Briefing Chevening event, the first large scale event in the history of Chevening in Uzbekistan for 250 prospective applicants

Job-related skills

- good value for money approach
- mentoring skills (as a Lecturer I constantly provided personal tutoring; providing support and advice to students; training and induction of new recruited colleagues)
- strong administrative skills
- good planner

## Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

### Digital skills - Self-assessment grid

Responsible for information lvi 1 + GSC Government Data Protection Regulation
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