



## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Olena Tupakhina**  
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Fax(es) +38 061 [REDACTED]  
E-mail tupakhina@gmail.com  
Nationality Ukrainian  
Date of birth August 03, 1982  
Gender Female

### Work experience

Dates	01/11/2007 - present
Occupation or position held	Head of International Office
Main activities and responsibilities	International grant writing & project management; academic mobility management; bilateral cooperation supervision; international students recruiting and enrolment
Name and address of employer	Zaporizhzhya National University, 66 Zhukovskogo str., 69600 Zaporizhzhya,
Type of business or sector	Ukraine Higher Education
Dates	01/11/2007 - present
Occupation or position held	Chair of German Philology, associated professor
Main activities and responsibilities	Teaching courses in foreign literature to graduate and master students; graduate thesis supervision
Name and address of employer	Zaporizhzhya National University, 66 Zhukovskogo str., 69600 Zaporizhzhya, Ukraine

Type of business or sector	Higher Education
Dates	01/09/2006 – 31/10/2007
Occupation or position held	Centre of Foreign Languages, Director
Main activities and responsibilities	Curriculum management; QA in the field; trainee recruitment; advertising; teaching English to B2-C1 students
Name and address of employer	Zaporizhzhya National University, 66 Zhukovskogo str., 69600 Zaporizhzhya, Ukraine
Type of business or sector	Higher Education

## Education and Training

Dates	01/12/2013 - present
Title of qualification awarded	Doctor of Philological Sciences (expected graduation date – 01/12/2016)
Principal subjects/occupational skills covered	10.01.04 – History of Foreign Literature
Name and type of organisation providing education and training	Dnepropetrovsk National Oles Honchar University, Dnepropetrovsk, Ukraine
Level in national or international classification	IV
Dates	01/03/2011 – 01/05/2011
Title of qualification awarded	IREX University Administration Support Program Certificate
Principal subjects/occupational skills covered	QA in the Management of HEI Internationalization
Name and type of organisation providing education and training	University of Wisconsin-Eau Claire, USA
Dates	01/11/2003 – 30/09/2007
Title of qualification awarded	Candidate of Philological Sciences
Principal subjects/occupational skills covered	10.01.04 – History of Foreign Literature
Name and type of organisation providing education and training	Kiev National Taras Shevchenko University, Kiev, Ukraine

Level in national or international classification	III																																								
Dates	01/09/2002 – 30/06/2003																																								
Title of qualification awarded	Master of Philology summa cum laude, HEI teacher of English and German language and literature																																								
Principal subjects/occupational skills covered	English language and literature, German language and literature, Philosophy of Language, Communicative Linguistics, High School Pedagogy and Teaching Methodology																																								
Name and type of organisation providing education and training	Zaporizhzhya National University, Zaporizhzhya, Ukraine																																								
Level in national or international classification	II																																								
Dates	01/09/1998 – 30/06/2002																																								
Title of qualification awarded	Bachelor of Philology summa cum laude, secondary school teacher of English and German																																								
Principal subjects/occupational skills covered	English language and literature, German language and literature, General and Applied Linguistics, Phonetics, History of Germanic Languages, Pedagogy, Psychology, Teaching Methodology																																								
Name and type of organization providing education and training	Zaporizhzhya National University, Zaporizhzhya, Ukraine																																								
Level in national or international classification	I																																								
<b>Personal skills and competences</b>																																									
Mother tongue(s)	<b>Russian, Ukrainian</b>																																								
Other language(s)																																									
Self-assessment																																									
<i>European level (*)</i>																																									
<b>English</b>																																									
<b>German</b>																																									
	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>Advanced</td> <td>C2</td> <td>Advanced</td> <td>C2</td> <td>Advanced</td> <td>C2</td> <td>Advanced</td> <td>C2</td> <td>Advanced</td> </tr> <tr> <td>B2</td> <td>Intermediate</td> <td>C1</td> <td>Upper-Intermediate</td> <td>B2</td> <td>Intermediate</td> <td>B2</td> <td>Intermediate</td> <td>C1</td> <td>Upper-Intermediate</td> </tr> </tbody> </table>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced	B2	Intermediate	C1	Upper-Intermediate	B2	Intermediate	B2	Intermediate	C1	Upper-Intermediate
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	(*) <a href="#">Common European Framework of Reference for Languages</a>																																								
Social skills and competences	Leadership, teamwork (holding executive positions), self-management, lifelong independent learning (writing PhD theses), commitment, tolerance (studying abroad, international students supervision)																																								
Organisational skills and competences	Team-building, team-work management (running an office of 5 co-workers), strategic planning, project design and management (managed 3 TEMPUS, 2 EMA2, 1 7FP, 1 IREX UASP projects), time-management																																								
Technical skills and competences	Written and oral presentation (teaching practice), quality control, events management (advertising and student recruitment activities, managing international cultural events)																																								
Computer skills and competences	Advanced PC user																																								
Driving licence	B																																								

**Selected publications in  
the field**

Tupakhina O., Kasyan K. Developing a Supportive Management Structure for Grant-Writing at Higher Educational Institution / Quality Assurance Tools in the Management of Internationalization. – Kyiv: Hoverla-CEL, 2011. – 200 p. – P.91-97

Tupakhina O., Priymenko O. Improving Academic Mobility Management: Case Study of Zaporizhzhya National University / Quality Assurance Tools in the Management of Internationalization. – Kyiv: Hoverla-CEL, 2011. – 200 p. – P.105-112

Tupakhina O. Best Practices in the Management of Internationalization: University of Wisconsin-Eau Claire Case Study. - <http://www.irex.org/resource/best-practices-management-internationalization-university-wisconsin-eau-claire-case-study>