

# PAULINE P. NARVAS

Address: 1 Hallgate Road, Sheffield, S105GL

Tel: 07503175722 – Email: pauline@paulinenarvas.com - LinkedIn: <http://uk.linkedin.com/in/pnarvas>

## Education and Qualifications

### 2014 - 2018 The University of Sheffield, BSc Biomedical Sciences with Employment Experience (2:1 expected)

#### *Skills Developed:*

- Insight on the ground-breaking scientific research and the science underpinning medicine, health and disease.
- Research skills including data analysis and scientific write-ups including lab reports.
- Enhancement of numerical, presentational, critical analysis and problem-solving skills.

#### *Roles of responsibility:*

- **Academic and student representative:** Communicating effectively with staff and peers with the aim to improve the course and helping guide prospective students around University, answering queries about the course during departmental days with the aim to create a great first impression.

### 2010 - 2014 Tapton School, Sheffield

- A Level Biology, Chemistry, Sociology – 320 UCAS points achieved.
- 12 GCSEs grades A\* - C including Mathematics, English and Triple Science.

## Work Experience

### September 2017 – present Intern at Appt

#### March 2016 – present: Ambassador and Assistant Instructor at Code First: Girls

Actively taking part in closing gender inequalities in STEM, most of my work with Code First: Girls involves encouraging more females into technology and entrepreneurship which I have largely achieved through my pro-active promotion of the coding courses, organisation of guest speakers and women in technology focused events for the course. I also assist in the delivery of the 8-week courses in HTML/CSS and Python, communicating my technical knowledge to an audience with little to no coding experience.

#### November 2016 – present: Head of Website Development at Science Brainwaves

I take the lead on updating and managing the website, ScienceBrainwaves.com with new responsive themes and content (e.g. upcoming events) and providing technical support. I also contribute to inspiring wider communities into science and technology through blogs I write for the website.

### August 2016 – August 2017: Communications and External Engagement Assistant (Intern) at the University of Sheffield

Being the University's first "Year in Industry" placement student, I have a varied role that touches on various aspects of working in Higher Education. Working closely with the Marketing, Employability, Learning and Teaching, Learning Technology team, my responsibilities are clustered around administration, marketing, internal communications, business development and stakeholder and external profile engagement.

### August 2017 – September 2017: Development Intern at TechDept.

I assisted in coding a client's Wordpress website and quality assurance and testing for a huge CRM project. This experience allowed me to gain an insight the technical and client-facing side of software development.

### March 2016 – April 2016: Spring Front-End and Marketing Intern at Diva Creative

I assisted in projects with both the digital and marketing team and was exposed to a business and client focused environment. I enhanced my ability to prioritise work in a fast paced environment, attention to detail and communication.

## Additional Experience

- Jun 2015 – Sept 2016: **Sales Advisor** at schuh
- Nov 2015 – Jun 2016: **Volunteer** at Sheffield Children's NHS Foundation Trust
- Sept 2015 – Jun 2016: **Catering Assistant** at UNICUS
- Aug 2014 – Oct 2015: **Sales Advisor** at River Island

## Key Skills

### Effective Written and Verbal Communication:

- Being flexible in different writing styles, I thrive to write first class standard reports and essays as part of my course.
- Writing on the web experience through personal and university projects has allowed me to communicate with a wider audience to get messages across more effectively.
- The wealth of experience in retail, hospitality and education has required me to verbally communicate effectively with a diverse range of customers, managers and colleagues regularly.

### High attention to detail:

- Sharpened through the experience of writing code as part of my hobby and the creation of databases that are used across the Department and Faculty during my placement.
- Routinely examined databases, lab work, reports and code to minimise errors as much as possible.

### Time Management:

- I have worked part-time and volunteered alongside my studies.
- Managing and organizing my time by sticking to my schedule and to-do lists, effectively ensures I can balance out my responsibilities in my working roles and stay on track for a strong 2:1 grade in my degree.

### Technical Skills:

- Coding abilities in HTML, CSS, JavaScript, PHP and Python with experience
- Experience in CMS including Wordpress, cPanel
- Excellent working knowledge in Microsoft Office, Adobe Photoshop
- Experience in creation of engaging newsletters through MailChimp

## Interests

- **Website Design and Development:** With over 9 years of self-taught experience, I create and code websites for myself (for my personal blog) and others.
- **Blogging:** Starting in 2008, I have maintained a personal blog which I have used to communicate topics that are important to me including health and well-being, gender equality, science and technology.
- **Technology:** Consistently improving my knowledge in new technologies and code, I take part in Hackathons across the UK, attend technology focused events and conferences, and learn new coding languages. In 2017 I completed a Code First: Girls course in Advanced Python.
- **Health and well-being:** With improving my health being a huge part in my life, I am dedicated to staying active through exercise including weight lifting, Zumba and yoga.

## Certification & Awards

2017

- **Recognition Award:** In just 4 months, I was awarded for my work in supporting and leading various projects during my placement year.

2016

- **Academic Skills:** Highlights my commitment towards improving my employability and academic skills.
- **Nominated Student Employee of the Year Award:** recognizing my exceptional contribution in innovation, communication, commitment and teamwork in my current part time job.

2015

- **Skills for Work:** Highlighting my reflective thinking on the skills I obtained from the workplace.

## References

Line manager at the University of Sheffield:

Amy Woolley

Address:

Department of Urban Studies and Planning, Winter Street, Sheffield, S102TN

Email: amy.woolley@sheffield.ac.uk

Personal tutor at the University of Sheffield:

Kai Erdman

Address:

Department of Biomedical Sciences, Sheffield, S10 2TN

Email: K.Erdmann@sheffield.ac.uk