

PAULINE P. NARVAS

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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.

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

June 2017 – present: Tech Lead and Chief of Operations at MedTech Sheffield

As Tech Lead, I lead the efforts in helping develop medical and tech ideas and events that will engage students within Computer Science and Engineering. I also take the lead in the organisation of the HackMed hackathon and develop and manage [the website](#).

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

Being the University's first year-long placement student, I had quite a varied role that touched on various aspects of working in Higher Education. Working closely with the Marketing, Employability, Learning and Teaching, Learning Technology team, my responsibilities were clustered around administration, marketing, internal communications, uses technology, web-development, business development and stakeholder and external profile engagement.

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.

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 HTML5, CSS3, JavaScript, PHP and Python
- Experience in CMS including Wordpress, cPanel
- Excellent working knowledge in Microsoft Office, G-suite and Creative Cloud products including Adobe Photoshop
- Creating e-newsletters

Interests

- **Website Design and Development:** With over 9 years of self-taught experience, I create and code websites for myself (for [my personal blog](#))
- **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

- **Green Impact Award:** I won 3 awards – Bronze, Gold and Environmental Hero for leading the [Green Impact project](#).
- **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 part time job.

2015

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

References

Amy Woolley
Line Manager at the University of Sheffield
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