PAULINE P. NARVAS

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Education

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 research, 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

Sept 2017 – present: Enterprise Intern at the University of Sheffield Enterprise (USE)
Working part-time during my studies at USE has allowed me to develop my entrepreneurial spirit. I'm responsible for being the first point of contact for students interested in enterprise, promoting what USE has to offer in support with starting up a business and regular communications, marketing and blogging duties for the website.

June 2017 – present: Tech Lead and Operations at MedTech Sheffield
Co-leading in the organisation of MedTech Sheffield, an interdisciplinary society that focuses on solving problems that exists within medicine and healthcare with new technologies. My role is to engage students from more technical backgrounds through events as well as take a lead in the organisation of a medical-focused hackathon, HackMed and maintain and develop the website.

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 engaging wider communities into science and technology through the Science Brainwaves website.

March 2016 – present: Organiser, Ambassador and 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 a group with little to no coding experience.

August 2016 – August 2017: Communications and External Engagement Assistant 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, applications of new technology, web-development, business development and stakeholder and external profile engagement.

Additional Experience

- Sept 2017: **Developer and Digital Communications Intern at Appt**
- Aug 2017 – Sept 2017: **Development Intern at TechDept**
- Mar 2026 – Apr 2016: **Spring Front-End and Marketing Intern at Diva Creative**
- 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 which were 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:
- Managing and organizing my time by sticking to my schedule and to-do lists, effectively ensures I can balance out my responsibilities in my part time and voluntary work 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 using MailChimp.

Interests

- **Technology:** Consistently improving my knowledge in new technologies, 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.
- **Web-Development:** With over 9 years of self-taught experience, I design and develop websites. I have taught students how to code as part of my role at Code First: Girls for 2 years.
- **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.
- **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

- Nominated for **National Undergraduate Employability Awards (2017):** for a very successful placement year.
- **Green Impact Awards (2017):** I won 3 awards – Bronze, Gold and Environmental Hero for leading the University of Sheffield's Green Impact project in partnership with NUS.
- **Recognition Award (2016):** In just 4 months, I was awarded for my work in supporting and leading various projects during my placement year.
- **Academic Skills (2016):** Highlights my commitment towards improving my employability and academic skills.
- Nominated **Student Employee of the Year Award (2016):** recognizing my exceptional contribution in innovation, communication, commitment and teamwork in my part time job.
- **Skills for Work (2015):** 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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Liz Seward
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