

# Rozaliya Markova

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## EDUCATION

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### University of Aberdeen

MA, Computing with Sustained Study in Spanish

September 2023 - May 2027

Aberdeen

### University of the Highlands and Islands

DipHE, History and Criminology

September 2020 - March 2023

Inverness

- History and Scottish History Student Representative
- President of The Literature Society
  - o Society of the year 2021 and 2022

November 2020 - March 2023

May 2021 - March 2023

## WORK EXPERIENCE

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### Robert Gordon University

Building Receptionist

December 2022 – Present

Aberdeen

- Greet staff/students/visitors/service providers/suppliers entering the organisation, determine nature and purpose of visit, source and provide information and direct persons to their desired destination.
- Assist with parking control, issuing visitor permits and providing assistance as required.
- Ensure compliance with Health & Safety rules and procedures, and promptly record any serious accidents.
- Stay informed about staff and events within the area, and handle incoming telephone enquiries efficiently.
- Undertake any other relevant duties to support the janitorial or administrative teams.

### Sainsbury's

Trading Assistant and Baker

November 2022 – February 2023

Aberdeen

- Monitor and manage inventory levels, ensuring products are stored appropriately.
- Maintaining accurate and up-to-date information on ingredients and allergens, adhering to protocols to prevent cross-contamination.
- Assist the team with stocking, operating the till, assisting customers, and other necessary duties as required.

### Earthstore

E-commerce and Social Media Intern

February 2024 – April 2024

Aberdeen

- Migrate the current e-commerce website from WIX to Shopify.
- Take and upload new product photos.
- Standardise content.

## CERTIFICATIONS

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Machine Learning MOOC Challenge with Code First Girls

20/12/2023

Solving Problems with Python with Code First Girls

17/11/2023

Morgan Stanley Introduction to Python & Apps with Code First Girls

14/11/2023

Machine Learning MOOC Sprint with Code First Girls

06/11/2023

Cybersecurity Awareness

15/06/2023

Action Counters Terrorism

15/03/2023

GDPR Training

13/02/2023

Equality, Diversity and Inclusion Training

11/01/2023

Fire Safety Induction and Fire Extinguisher Training

12/12/2022

Manual Handling Induction	12/12/2022
Health and Safety Induction	12/12/2022
DSE Workstation Training and Self Assessment	12/12/2022

## **COURSES, SKILLS & INTERESTS**

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- **Ongoing Courses**

- o Energy Data Management Upskilling Course with Robert Gordon University

- **Past Courses:**

- o Ceramics for the Beginner with Mags Gray with Gray's School of Art 25/03/2024

- **Skills:** Adaptability, Communication, Creativity, Problem-solving, Team Work.

- **Software:** Adobe Creative Cloud, Canva, Microsoft Office, Figma, IBM SPSS, Slack, Trello, GitHub, Codio, Replit, Visual Studio Code, Pycharm.

- **Languages:** Bulgarian - native, English - fluent, Spanish - Beginner.

- **Interests:** Art, Creative Writing, Field Hockey, Languages, Researching.