

# PAULINE P. NARVAS

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## PROFILE

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- I am an ambitious University of Sheffield graduate with a wide skill-set and a range of experience seeking to establish a career in the tech/digital industry. In 2018, I was named as the 5th most influential women in the UK and one of the top Women in Tech and Entrepreneurship under 30.
- Knowledgeable in building online presence and reach through digital marketing communications, creating successful working relationships, providing quality customer service from 4 years of experience and project management developed whilst on my placement year.
- Being highly committed, I am self-taught in web development technologies and have an established record of freelance projects. Keen on paying knowledge forward, I spent the last 2 years teaching female students how to code and building a prevailing coding community in Sheffield as a result.
- With self-development at the centre of my character, I am looking for a challenging environment in tech/digital to utilise my technical and non-technical skills and further invest in my strengths.

## EDUCATION

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### **The University of Sheffield (2014-2017)**

Biomedical Sciences with Employment Experience (2:1 expected)

### **Tapton School (2008-2014)**

A Levels: Biology, Chemistry, Sociology (A\*BC)

12 A\*-C GCSEs including Maths, English and Triple Science

## EXPERIENCE

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### **July 2018 – present: Communications and Engagement Executive, EMIS Health**

- Taking the lead in managing the community & charity program, Caring EMIS in partnership with the mental health charity: MIND including event organisations e.g. the company's biggest charity event Yorkshire 3 Peaks Challenge with over 100 colleagues taking part.
- Managing the Intranet on WordPress and the company's Workplace by Facebook communication channel.
- Creating content for Workplace, the Intranet and social media to drive staff engagement including the use of live streaming, creation of graphics and video.
- Analysis of engagement data using Peakon for insights in improvement.

### **Nov 2017 – present: Remote Web Developer and Designer, Kroto Research Institute**

- Developing and maintaining accessible websites for research fellows around the world.
- Taking research from academics and fellows and showcasing it in a more digestible format online.
- Primarily coding in HTML5, CSS3 and PHP.

### **Aug 2016 – 2017: Communications and External Engagement Assistant Intern, The University of Sheffield**

- Secured over 100 new partnerships with businesses across the UK for student placements.
- Developed and grew social media presence to help attract prospective students, increase current student engagement and partnerships with alumni and external businesses.
- Experience in using CMS and CRM for editing web pages and creating e-newsletters for prospective student marketing.

- Lead and managed a national project on raising green awareness and won 3 awards: Gold award which was a great jump from previous years, Bronze for a mini-project component and Environmental Hero of the Year.
- As a result of my great contributions in 5 different teams in the Department and Faculty in just 12 months, I was nominated and shortlisted for the National Employability Undergraduate Awards as “Best Intern” 2018.

### **March 2016 – May 2018: Organiser, Ambassador and Instructor, Code First: Girls**

- Taught 150+ female students with little to no experience in coding, how to create their first website and web-app from scratch.
- Pioneering the student Women in Tech Community that had not existed in Sheffield.
- Motivating students to apply their new knowledge beyond the course e.g. in hackathons and for future employment.
- Management of the community by providing an online space for current and alumni students to feel welcomed in.
- Due to my extensive work in the growing tech community in Sheffield and the North, I was nominated for 2 Northern Power Women 2017 Awards, “One to Watch” and “Person with Purpose”

## **ADDITIONAL EXPERIENCE**

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- **Sept 2017 – June 2018:** Enterprise Intern, The University of Sheffield Enterprise (USE)
- **May 2017 – May 2018:** Tech Lead and Operations, MedTech Sheffield
- **December 2017 – April 2018:** Social Media Lead, inspireWIT
- **September 2017:** Digital Communications and Development Intern, Appt
- **August – September 2017:** Development Intern, TechDept
- **March 2016:** Marketing and Development Intern, Diva Creative
- **July 2015 – August 2016:** Sales Advisor, schuh
- **September 2014 – July 2015:** Sales Assistant, River Island

## **SKILLS**

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- Coding abilities in HTML5, CSS3, JavaScript, Responsive web development, PHP and Python
- Experience in using CMS platforms such as WordPress and cPanel
- Excellent working knowledge in Microsoft Office, G-Suite and Creative Cloud products
- Digital marketing techniques using MailChimp, social media and blogging
- Confident in public speaking: I have spoken at conferences, events and meetups. My most significant talk was delivering a Keynote at GitHub Field Day.

## **INTERESTS**

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- **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.
- **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. My blog gets over 1,000 readers per month.
- **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.