

Curriculum Vitae

STAVROULLA VASILEIOU

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Education and Qualifications:

- **2022-today: PhD candidate at the University of Cyprus**
- **2020-2021: Master of Research in Science – Palynology**, at the University of Portsmouth (UK). Grade: “2:1”.
Thesis title: ‘Palynological Analysis of Pliocene Fluvial System in Arediou, Nicosia, Cyprus’.
- **May-June 2021- University of Portsmouth-Graduate School Development Program: Course completion certificates:**
 - ‘Introduction to SPSS’
 - ‘How to Search for Research Funding’
 - ‘Planning and Writing Your Thesis’
 - ‘Preparing for Your Major Review’
- **2017-2020: BSc (Honours) Palaeontology**, accredited by the Geological Society of London, University of Portsmouth (UK). Grade: “2:1”
Research project focused on Palaeo-ecology, interactions between organisms and their ecosystem, as well as their physical environment and changing conditions. *‘Palaeo-ecological reconstruction and comparison of Eastern Cyprus Pliocene- Pleistocene environments’.*
- **2014-2017: High School of Makarios III, Larnaca, Cyprus.** Successfully completed the High School Diploma with a grade of 19/20, which is equivalent to A’ Levels.

Work experience:

- **October 2022-today:** Civil servant at the Turkish-Cypriot Property Management Service, Ministry of Interior, Republic of Cyprus.
- **April-October, 2022: ‘UNICAF’ University, Registry officer:** Worked as a member in the Office of the Registrar team. Responded to about 350 emails every day in formal English. Sent Confirmation of Registration letters to students, talked with students on the phone, updated the university’s platform with the correct personal and contact details of the students and updated the platform with the students’ grades as well. Doubled checked degrees and transcripts and posted them to the students. Worked with efficiency and concentration under high pressure.
- **May-September, 2021, ‘Prime Student Living’, Portsmouth, UK: Part-time Fire Warden:** Successfully completed my training and received a “Health & Safety” certificate. Trained on how to manage possible different reactions of people during emergency events. Trusted with the personal details of the residents, an extra emergency mobile phone and a number of important keys. Dealt with lift entrapments keeping the person trapped calm. Assisted as a receptionist on overtime and undertook flat inspections.
- **29/10/2019 - 11/11/2019- Paleontological excavation in Ayia Napa, Cyprus:** Member of the excavation team, funded by the Cyprus Geological Survey Department, under the supervision of

Emeritus Professor George Theodorou from the National and Kapodistrian University of Athens.

- **2015-2020: Seasonal Waitress** in food and beverage industries.

Relevant Skills:

- **Research skills:** experienced in literature review.
- **Scientific writing:** using the relevant terms and formal language.
- **Identifying micro-organisms** on thin sections.
- **Familiar with the use light and scanning electron microscopes.**
- **Illustrations and descriptions of specimens.**
- **Museum cataloging.**
- **Fossil preservation techniques:** plaster casts, thin sections and latex peels.
- Creation of **databases** and reports along with assisting in the production of **sedimentary logs, environmental models and plates** and **photograph editing.**
- **Field trips:** participated in several field trips, namely to the Isle of Wight, Durdle Door, Lulworth Cove and Wales, keeping field notebooks and identifying macro-fossil, using a compass and GPS for Grid reference.
- **Methodological recording:** sketching geological and sedimentological data along with geological mapping.
- **Languages:** Fluent Greek and English speaker, Spanish- A1 (Basics).
- **IT skills:** European Computer Driving License (ECDL) certificate. Good knowledge of **Microsoft Office** (Excel, Word, Access, Power Point), **CorelDraw** (for scientific illustrations), **Helicon Focus** and 'England Finders' were used for SEM slides.

Intercultural communication skills:

- **Summer School to China (2018):** As a part of a diverse group with students from different ethnic backgrounds, I represented my university in an unfamiliar and distant country. Enhanced my communication skills through the communication and cooperation with locals and fellow students. Experienced up-close and broaden my understanding of a foreign way of thinking and lifestyle.

Interests & Achievements:

- **4/07/2021- Health & Safety Training:** Completed fire warden training approved by 'The Royal Society for the Prevention of Accidents' and received 100% score on the exam.
- **Keen competitor in sports:** successful athlete at archery and managed to win the pan-Cyprian cup twice. I have also successfully attended and completed an Archery course for coaching beginners, accredited by the Cyprus Archery Federation between September - October 2016.

Contributions to society:

- ***Cyprus Association of Cancer Patients and Friends:*** As a volunteer I have helped to raise fund donations for cancer patients. Had to approach people and inform them about the actions of the association and inform them about how help is provided for the people in need, as well as raising awareness about the cause and the disease.

- Beach cleaning: Volunteered to clean up the coasts of Portsmouth, England and Limassol, Cyprus as a member of various teams that are organising beach cleanings every summer.