**Aleksandra Tsvetelinova Zlateva**

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**EDUCATION**:

Sept. 2016 – Present **BSc Environmental Science (Industry), University of Leeds: Predicted 2:1**

* Modules include Sustainable Development in Practice and Sustainability Sudies, Energy Technologies, Environmental Politics and Policy, Climate Change Studies, Environmental Risk Studies, Geology, Ecology, Wilderness Management, Managing Biodiversity, Terrestrial Biosphere, Mathematics, Water Quality and Catchment Processes, Contaminated Land Studies, Geographic Information Systems (GIS)
* Undertook Year in Industry working as an environment placement student at DS Smith paper company.

2011 – 2016 **High School of Finance and Commerce “Vasil Levski”, Montana, Bulgaria**

* Diploma of Secondary Education – overall score: Excellent (5,82/6)
* Vocational Training Profile: Banking
* Studied subjects include: Banking, Finance, Mathematics and Accounting (Excellent 6 grade in all)

**EMPLOYMENT HISTORY:**

July – August 2019 **Urban Biodiversity Research Student Assistant at University of Leeds, UK**

* Main involvement in the research project was through conducting door-to-door questionnaires around Leeds, ecological data collection, atmospheric pollution data analysis, identification of pollinating species in a laboratory environment.

September 2018 – June 2019 **Environmental Placement student at DS Smith Kemsley, UK**

* Involvement in the development and maintenance the ISO 14001 and ISO 50001 environmental and energy management systems at a DS Smith Kemsley Paper Mill. Some of my duties included organising and providing environmental training to employees (spill response, environmental and waste awareness, etc), conducting environmental inspections, ensuring compliance with legal requirements to the Environment Agency, organising and assisting with on- and off-site audits, and ensuring the effectiveness of waste management on site;
* Secretary to the Community and Charity Committee – assisted with organising events, creating posters to advertise them and sharing them with staff to encourage envolvement.

July 2017 **Support Team Member, Next Retail, UK**

* Supported the staff at the store during the busy summer sale through greeting customers, keeping the store floor clear and neatly arranging the clothing in the department.

June – August 2016 **Sales Assistant, Mashinerii Montana, Bulgaria**

* The business is a local workwear store for professionals in areas like construction, nursing, catering, etc;
* Delivered excellent customer service to individuals from a range of professions and with different needs and expectations;
* Developed an ability to organise and manage stock in an efficient way, money handling skills and working with cash register and POS machine.

June – July 2015 **Housekeeper/ Room attendant, Apulia Praia Hotel, Portugal**

 **SKILLS:**

 **Communication**

* Effective written and verbal skills, and professional speaking abilities - clear in my report-writing abilities for audiences from both scientific and non-scientific backgrounds, presenting projects and providing training for staff, and in my history of communicating with people on formal and informal occasions.
* As a sales assistant, I delivered excellent customer service to individuals from a range of ages and with different expectations, which enabled me to develop my interpersonal skills and problem-solving abilities.
* Clear communication when working as a housekeeper with my Bulgarian colleagues, as well as my Portuguese colleagues using English as a common language.

 **Organisation and Time management**

* Capable of efficiently organising my tasks at work through the use of Outlook Calendar and memos.
* As a student, I ensure that I dedicate enough time to all my responsibilities and university modules while also taking time to positively contribute to the community by volunteering.
* Worked to tight deadlines while conducting my university studies where I completed coursework for numerous modules (sometimes at the same time), all of which resulted in me achieving high grades while gaining essential knowledge simultaneously.

**Teamwork**

* Worked alongside staff from different departments during my placement, reviewing the everchanging environmental risks and putting together impact and risk assessments.
* Worked on various projects at school and at university as a part of a team which allowed me to develop my interpersonal skills as well as giving me the opportunity to work independently and contribute to the overall success of the group.
* Operated as a CEO of a student-led training bank in my last year of secondary school where I showed strong leadership through bringing my team together to complete our projects, developed banking products and contributed to the overall success of our business

 **IT and Digital Literacy**

* Proficient user of Microsoft Office tools (Word, Excel, PowerPoint), as well as social and multi-media platforms. Ability to work with statistical software including R and R Studio. Ability to work with ArcGIS.

**VOLUNTEERING EXPERIENCE:**

* **DS Smith Kemsley Community and Charity Committee (2018 – 2019)** – participated in tree planting events, litter picking and other community engagement and environmental events.
* **Leeds University Union** **Rooted (2017-2018)**– took part in the sessions at the Roof Garden and Sustainability Garden on campus, where I helped maintain the plants healthy and thriving
* **Canal & River Trust (2017)** – took part in the Towpath Taskforce where I gained valuable practical skills using various tools for vegetation removal, litter picking and bench removal.

**LANGUAGE COMPETENCES:**

I am a native Bulgarian speaker, fluent in English (acquired Cambridge Certificate of Advanced English in 2014) with some basic knowledge of Russian and Spanish.

**HOBBIES AND INTERESTS:**

I am interested mainly in environmental issues and sustainability, food, dance and anything creative.

**REFERENCES:** Available on request