

V I K T O R I A T O M O V A

C V

EDUCATION

University of Sheffield – BA International Relations and Politics

2017 – 2020

- I have developed and demonstrate transferable skills: evaluating advanced concepts and theories, using critical judgement, employing primary and secondary sources of information, presenting reasoned and effective arguments in written and oral form, and learning independently;
- I effectively prioritise workload in order to cover deadlines.

National High School of Humanities and Arts "K. Preslavski", Varna (Bulgaria)

2009-2017

- Diploma score ("A Level equivalent")- 5.94 out of 6 (comprising Literature, Math, English, History, Philosophy, Rhetoric, Ethics and Law, Geography, Psychology and Logic);
- Won 1st place in a series of regional and national Essay competitions;
- Published an award-winning 5000-word essay based on an interview with a stateless person of Syrian-Palestinian origin;
- Developed good writing skills as an editor and author in school newspaper, and some of my works were published in the school's journal;
- Demonstrated creativity and initiative by organising a series of panel-discussions and leading lectures on 'Living a healthier life at school' which became very popular among the students.

ADDITIONAL ACADEMIC EXPERIENCE

International Project on Integrated Language Learning and Social Awareness

2018-2019

organized by Hong Kong Baptist University, Hong Kong Polytechnic University, and the University of Hong Kong

- Worked effectively in an international team to address serious environmental issues such as pollution, and their effect on the life in the cities;
- Showed good research skills by exploring relevant literature about Sustainable Cities and online resources about current researches and projects such as the World Bank's and UN's social media platforms;
- Improved my interpersonal skills by interviewing students about their opinion on the topic;
- Produced a portfolio outlining the key stages of the research project and created a short video of the interviews.

Campaigns & Volunteering, UNICEF on Campus Sheffield

May 2018 - May 2019

- Maintained the social media accounts of the society in a diligent manner;
- Used my research on UNICEF's projects and campaigns to improve the society's objectives and activities;
- Attracted new members through social media campaigns and good networking skills;
- Developed good campaign and marketing skills on trainings organised by UNICEF UK in London and Manchester;
- Ran fundraising events such as Talent Show through which we gathered £200;
- Produced reports and reflective forms about the work of the society and wrote handout notes for the next to-come committee.

PR, AEGEE Sheffield (European Students' Forum)

June 2019- May 2020

- Managed the social media account of the society on Facebook and Instagram;
- Learnt how to create clear and catchy media content and how to use content-creating tools like Canva;
- Worked effectively in an international team;
- Built communication strategy for our activities and established connections with other societies for collaboration and advertising purposes;
- Organised an exchange programme with students from Tilburg, led a workshop on BREXIT and ran an European cultural night in collaboration with national societies;
- Evaluated and voted on proposals, constitution amendments, candidacies for key roles in the organisation as a delegate to the general assembly of the European Students' Forum in Salerno, Italy;
- Planned and ran events - did bookings for venues, advertised events, fill out forms, arranged meetings.

Volunteering Ambassador, The University of Sheffield **September 2018 - April 2019**

- Coordinated and supported groups of volunteers, enabling them to engage effectively with the volunteering opportunities and make the most of the experience by interacting with other volunteers and organisers;
- Demonstrated the ability to work well in a team and to adjust to different groups of people which resulted in many positive comments from volunteers;
- Showed good time-managing and organisation skills by planning and managing the activities for the participants;
- Reported to the chief volunteer coordinator and provided relevant feedback about the event.

Academic Course Representative, The University of Sheffield **2017- 2020**

- I helped improve the course by approaching other students in a sensitive and friendly manner to find out what issues they are facing, and then conveyed the information to the Departmental representative;
- Attended departmental committee meetings where I showed good skills in communication and negotiation to represent the views I had heard.

Mentor, The University of Sheffield **September 2018 - May 2020**

- I supported new students throughout their transition to university life, providing relevant information and advice in order to secure their positive experience;
- I met my mentees and ensured that they are adapting well to the new surrounding by listening actively and appointing them to the right services they can use;
- Showed responsibility and reliability throughout the programme.

Governance and Policy Advice: How Political Decisions Come to Life **Certificate issued Jan 2020**

- Online course on policy advice, political consulting and their impact on governance;
- I learnt a lot, including how to apply my knowledge in different political circumstances.

Successful Negotiation: Essential Strategies and Skills, Coursera **May 2020**

- Used my time effectively during two-week self-isolation by making the most of the online opportunities available to me;
- I developed a good understanding of how to successfully run negotiations, including awareness of cultural differences.

WORK EXPERIENCE

Student Ambassador, The University of Sheffield **September 2018 - May 2020**

- Ran Meet and Greet sessions for new students and supported them by providing help and useful information according to their needs;
- Ensured that events are run by schedule;
- Demonstrated creativity and problem-solving skills by creating opportunities for participants to get more engaged with the on-going activities and to share their feelings and thoughts;
- Received training in team-building, University services and communication skills;
- I was nominated for a Student Employee of the Year Awards 2019.

Bartender, Hallamshire Golf Club, Sheffield **March 2018 - Present**

- Show good organisation and time-managing skills by keeping a clean work environment, following scheduled shifts, and work regulations and requirements;
- Adapted quickly to a highly busy environment and perform my duties in an efficient and professional way;
- Use my own judgement and initiative to solve problems that occurred on functions and to deal with conflicts among staff;
- Provide supervision for staff and give training to new members of staff.

INTERESTS

Gender equality

- Actively engage in the student society Women in Business to develop an understanding of the structural limitations to women and how that could be improved;
- I demonstrate a strong position on the matter of having equal gender rights, by utilising the opportunities I have as a student. For example, I use my personal social media to promote the importance of the matter and raise awareness.

Languages

- English (fluent), Bulgarian (native speaker), Russian (B2), Spanish (B1/B2)