

# Curriculum Vitae

## Personal information

First name / Surname **Nikoletta Papadopoulou**  
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Nationality Cypriot  
Date of birth 26/01/1982  
Gender Female

## Work experience

Dates	February 2013 – present
Occupation / position held	<b>Corporate Administrator / Anti-Money Laundering (AML) Compliance Officer RVZ Trust Company Limited (Limassol)</b>
Main activities and responsibilities	Responsible for the preparation and submission of statutory declarations/affidavits to the Court Registrar, filing corporate changes to the official Registrar of Companies and maintaining all corporate files in compliance with prevailing legislation. Data entry using Infoscreen Quorum as well as composing corporate registers, share certificates and other documents of similar nature. Liaising with registered agents in Belize and British Virgin Islands and monitoring the submission of relevant corporate changes in these countries. As Anti-Money Laundering (AML) Compliance officer, duties include monitoring customer identification (KYC) and maintaining due diligence documents in respect to all corporate clients, developing and enforcing adequate policies and procedures in order to meet the compliance requirements of the Cyprus Bar Association in regards to the prevention of money laundering and terrorist financing as well as working with all the departments to ensure compliance with applicable regulations.
Dates	February 2012 - January 2013
Occupation / position held	<b>Administration - Logistics Unit Secretariat of Cyprus Presidency of the Council of the EU (Nicosia)</b>
Main activities and responsibilities	Coordination and supervision for the effective preparation and implementation of tasks related to the organizational aspect of the Presidency of the Council in the EU. Coordination and communication with the Permanent Representation of Cyprus in the EU for all matters concerning the organizational aspect of the Presidency in Brussels. Administration of Novento IC2M Event Management Software. Appointed coordinator of Guest Reservations Team and Coordinator of conferences/events taking place outside Nicosia during the 6-month programme of meetings in Cyprus. National security clearance (Cyprus) for access to confidential information (15/6/2012 – 15/6/2017) / Personnel security clearance for access to EUCL up to and including 'CONFIDENTIAL –EU' (29/3/2012 – 29/3/2017).
Dates	February 2009 - August 2011
Occupation / position held	<b>Lecturer / Academic Administrator CTL Eurocollege (Limassol)</b>
Main activities and responsibilities	Lecturer for students' English foundation year (Elementary, Pre-intermediate, and Advanced - IELTS Levels) as well as lecturer of Humanities courses such as "Academic Writing", "Film Appreciation" and "Introduction to Literature". Employed in the Academic Department where duties included student recruitment and student orientation days, registrations, coordination and preparation of semester timetables, coordination of final-year project presentations, revising curriculum and syllabi for several Humanities courses as well as participating in educational fairs to promote the college to both local as well as international students.

Dates	September 2007 - January 2009
Occupation / position held	<b>Marketing Officer</b> <b>OM Destination Management (DMC) (Limassol)</b>
Main activities and responsibilities	Responsible for the development of client proposals and follow-up of client requests, the development of marketing material, organizing sales dinners and sales trips, market analysis and statistics, the coordination and materialization of events. Coordinator of overseas representation company in Lithuania as well as for updating the OM's official website concerning all four international representation companies.
Dates	March 2006 - June 2007
Occupation / position held	<b>Marketing Officer</b> <b>PrimeTel Ltd. (Limassol)</b>
Main activities and responsibilities	PR activities such as the participation of the company in national exhibitions such as the 32nd Cyprus International Fair. Development and production of marketing/ sales material, composure of press releases / articles for local media such as newspapers and magazines, development, planning and negotiation of media contracts. Promoting the company's branding through the strategic coordination of media events as well as maintaining and updating the company's corporate website.
Dates	October 2005 – January 2007
Occupation / position held	<b>Lecturer</b> <b>Cyprus Institute of Marketing (Limassol)</b>
Main activities and responsibilities	Lecturer of "Marketing Communications", "Case Studies" for Bachelor in Business Administration (BBA), and "Business English" at Undergraduate Level Diploma in Marketing Management (DMM). Also class counselor for B.Sc. Business Administration 2nd year students.
Dates	December 2005 – June 2010
Occupation / position held	<b>Freelance Translator / Content Writer</b> <b>Limassol Municipality (Limassol)</b>
Main activities and responsibilities	Translation English > Greek / Greek > English of both theoretical as well as technical language texts for the Limassol Municipality such as the European Charter Application Measures regarding gender equality in local societies and action plan. Other notable clients included local companies such as 3G Advertising, Davines Cyprus and Nannic Cosmetics. Content writing for websites, editing and proofreading advertising / sales material.
Dates	September 2003 - June 2004
Occupation / position held	<b>Part-Time Stipend</b> <b>University of Cyprus, Department of English Studies (Nicosia)</b>
Main activities and responsibilities	Working at the Department of English Studies in the University of Cyprus. Duties included correcting undergraduate papers, meeting with undergraduate students to discuss their papers, examination invigilations, administrator assistance, conference-organization support. Organizational Assistant for the Department's Organizing Committee of the International Conference "Cultures of Memory / Memories of Culture", hosted by the Cyprus Society for the Study of English (CYSSE) in collaboration with the European Thematic Network Approaches to Cultural Memory (ACUME) (Feb. 2004, University of Cyprus)
<b>Education and training</b>	
Dates	January 2014 - present
Title of qualification	<b>PhD in English Literature and Comparative Cultural Studies</b> <b>University of Cyprus</b>
Principal subjects / occupational skills covered	Currently registered as a PhD student in English Literature and Comparative Cultural Studies.

Dates	September 2004 - September 2005
Title of qualification	<b>MA in American Studies (Merit)</b> <b>King's College, University of London</b>
Principal subjects / occupational skills covered	Emphasis on Literature and Culture in America 1945-1965, Broadcasting and Media in American Popular Tradition, Racial Identity and Media Manipulation, Hawthorne and James etc.
Dates	September 2003 - May 2004
Title of qualification	<b>MA in English Literature and Comparative Cultural Studies (8.5/10)</b> <b>University of Cyprus</b>
Principal subjects / occupational skills covered	Completed 1st year and then transferred 2 <sup>nd</sup> year to King's College, University of London. Historical & Ideological Transformations in 19th-Century England, Seminar in South Asian Literature, Nation and Narrative, Literature & Intercultural Studies.
Dates	September 1999 - June 2003
Title of qualification	<b>BA in English Language and Literature (8.36/10)</b> <b>University of Cyprus</b>
Principal subjects / occupational skills covered	Comparative Literature & Globalization Studies, Studies in the Novel, Studies in the Gothic, Shakespeare and Psychoanalysis, Post-Colonial Literature, History of Literary Theory & Criticism, Modern Drama, Women Writers and World Literature etc.
<b>Personal skills and competences</b>	
Mother tongue(s)	Greek
Other language(s)	English – Proficient user French – Intermediate user Swedish – Intermediate user Italian – Basic User
Organisational skills and competences	Experience in project management and team coordination. Coordinator of the Guest Reservations Team for delegates who were appointed guest status from the Cyprus Presidency of the Council of the European Union. Also responsible for the coordination of conferences taking place in other districts outside the capital city, Nicosia (Feb. 2012 – January 2013)  MA Student Representative of American Studies' postgraduate students at King's College London (Sept. 2004 – June 2005)
Computer skills and competences	Microsoft Office: Word, PowerPoint, Access, Outlook, Publisher, Excel Illustration: Good knowledge of Adobe Illustrator CS5 and CorelDRAW Photo: Adobe Photoshop CS6 Sufficient knowledge of Content Management Systems (CMS). Basic knowledge of HTML
Conferences / Publications	"The Captive and the Migrant: Re-Configuring Strategies of Containment in the State of Exception". Upcoming conference <i>The War on the Human: Human as Right, Human as Limit and the Task of the Humanities</i> organized by the Hellenic Association for American Studies (National and Kapodistrian University of Athens, 27-29 November 2014).  "White Boys Don't Know How to Rhyme": Contemporary Rap Music, Racial Politics and the "Eminem Phenomenon". 50th Anniversary Postgraduate Conference <i>America Actually</i> , organized by the British Association of American Studies (University of Sheffield - 19 November 2005).  Contributing Editor for <i>Flair Literary Magazine</i> , a multicultural student Journal, produced by Cyprus College in collaboration with the University of Cyprus. Contributing Editor for Vol. 1, No.1 & Vol.1, No.2.1. (September 2003 – June 2004, Cyprus College, Nicosia, Cyprus)