

CURRICULUM VITAE

Personal Details:

Surname: PAPA
Name: ELENA

Title: Computer Instructor
Language Centre
Cyprus University of Technology Cyprus

Born: July 28th 1970, Famagusta - Cyprus

Nationality: Cypriot

Marital Status: Divorced, two children

Contact details:

Home address: Volou 15, 2232 Latsia, Nicosia, Cyprus
Office Telephone: + 357 25002025
Home Telephone: + 357 22571921
Mobile Telephone: +357 99414181
E-mail: elena.papa@cut.ac.cy

Education:

Dates: 02/2009 - 01/2015
Master of Business Administration
Information Technology Management
University of Leicester

Dates: 1987 - 1990

Title of qualification awarded : Diploma of the Higher Technical Institute

Principal subjects / Occupational skills covered :

Computer Programming, Mathematics I, Data Processing, Business Organisation & Accounts, English & Communication I, Systems Analysis and Design I, Operating Systems, Data Communication, Quantitative Methods II, Report & Business Writing, Data Structures, Commercial Data Base Package, Systems Analysis and Design II, Advanced Operating System Concepts & Design , On Line Systems , Computer Graphics, System Design & Implementation, Software Engineering, Data Base Management Systems, Web Design, Artificial Intelligence , Expert Systems

Name and type of organisation
providing education and training : Higher Technical Institute, Nicosia

Weighted Average : 73.4 / 100

Dates: 1981 - 1987

Title of qualification awarded : Higher Education Degree

Principal subjects / Occupational
skills covered : Mathematics, Physics, Chemistry, English Language, Modern
Greek

Name and type of organisation
providing education and training : Ayios Antonis Lyceum of Limassol

Weighted Average : 19 1/11

Languages:

- Greek (excellent)
- English (very good)

Professional Experience:

1990 - 1992 Seasonal Lab Assistant in Computer Studies Department
(Higher Technical Institute-HTI)

1/9/1992 - 31/12/2007 Lab Assistant in Computer Studies Department
Higher Technical Institute-HTI
Duties: I was responsible of helping the students as also the
lecturers during the various lessons, preparing the inventory of
the laboratories, installing various software packages in the
computers, fixing the computers when they were broken.
Additionally of my duties I was responsible of my department's
student grading system meaning entering the student's grades
and issuing their performances.

1/1/2008 - 31/12/2014 Computer Instructor
Department of Nursing
Cyprus University of Technology
Duties: I was responsible of helping the students as also the
lecturers during the various lessons, preparing the inventory of

the laboratories, installing various software packages in the computers, fixing the computers when they were broken.

1/1/2015 - today

Instructor

Language Centre

Duties: I am responsible and accountable for the smooth running of Language Centre computer systems, organize and maintain the various technology infrastructures used in the department. I make sure that business equipment is updated to work effectively and give maximum results, troubleshoot computers and operating systems that are malfunctioning to identify faults and fix them by self or get an expert engineer to fix more difficult issues. I attend workshops/conferences to learn latest Information Technology Management techniques, additionally I organize workshops for Language Centre staff to intimate them with the latest trends in education.

Furthermore I develop the marketing strategy, co-ordinate, plan and implement marketing campaigns for the promoting the MA in CALL, the Master offered by the Language Centre & Department of Multimedia and Graphic Arts. Besides I operate and maintain the Language Centre websites and social media accounts, evaluate the results so that to monitor and report on effectiveness of marketing communications strategies and come up with appropriate courses of action.

Endorsement Courses/ Seminars/Conferences:

1. Course on "Netware 4.x Administration" , November 1996 , Nicosia CYPRUS
2. Course on "Tru64 UNIX Administration" , October 1999 , Nicosia CYPRUS
3. Participation at the 'International Conference on Digital Information and Communication Technology and its applications;', June 21-23 2011, Paris FRANCE
4. Course on " Access for Managers" ,November 2004 , Nicosia CYPRUS
5. Seminar on "Implementing and Supporting Microsoft Windows XP Professional - Course 2272" , 23rd March - 8th September 2005, Nicosia CYPRUS
6. Course on " Dreamweaver 8 Introduction & Intermediate" , November 2007, London UK
7. Participation at the 'Innovative Learning Environments 2011, Visual Thinking , Visual Learning', 24th of September 2011, Nicosia CYPRUS

8. Participation at the 'Networking: Language Centres and the challenge of creating networks', 12 - 13rd of May 2015, Sienna ITALY
9. Participation on the '23rd EuroCALL conference CALL Communities and Culture, 24 - 27th of August 2016, Limassol CYPRUS
10. Participation on the 'International Conference of Education , Research and Innovation' ,14 - 16th of November 2016, Seville SPAIN
11. Participation on the 'International Conference on Global Education, Teaching and Learning, Management, Economics, Business and Marketing', 25 - 26th of November , Vienna AUSTRIA
12. Participation at the '23rd TESOL Arabia International Conference and Exhibition', March 9-11 2017, Dubai
13. Universidade Federal Fluminense, Niteroi, Rio DeJaneiro,Brazil, Erasmus program, 22-26 May, 2017
14. Participation at the '20th International Conference on Teaching, Education & Learning(ICTEL)' , 26 - 27th of July 2017, Barcelona SPAIN
15. Participation at the Conference on 'Adult Education Policy and Practice: Gamification ,Entrepreneurship Education, and Education Policies' Online Game for Entrepreneurship and Innovation(EntrInno) , 12th of October 2017, Nicosia CYPRUS
16. Course on "Certified Social Media Manager", Adonis Business Academy, 16- 18th of October 2017, Limassol CYPRUS
17. Course on "Certified Google Advertising Professional ",Adonis Business Academy, 13- 15th of November 2017, Limassol CYPRUS
18. Course on " Human Resource Management", Adonis Business Academy, 20- 21st of November 2017, Nicosia CYPRUS
19. Participation at the '8th International Conference on Languages, Social Sciences, Education and Interdisciplinary Studies (ICLSSE-17) Dec. 4-6, 2017 London (UK)
20. Many other short seminars/courses/workshops held in Cyprus, and other countries, and organized by professional bodies.

Other Professional Activities:

- Member of the Departmental Academic Board, of HTI (2005 - 2008).
- Member of the Staff Union of HTI (November 2007-2008).

Skills and Interests:

Social skills and competences: Friendly, enjoyable, patient, communicative, sociable, general knowledge about politics, sports, music

Computer skills and competences:

- Very good knowledge of computer programming
- Excellent knowledge of MS Office (Word, Excel, Access etc)
- Has knowledge of a wide range of marketing techniques and concepts
- Social Media Skills
- Good teamwork skills
- Communication skills and networking ability
- Good organization and planning skills
- Knowledge of media production, communication and dissemination techniques and methods

Interests and other skills: Music, gymnastic, reading literature, football

Date: November 13, 2017