

HELENA RUBENSTEIN
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EDUCATION

BSc (Hons) Computer Science **University of St Andrews**

Sept 2019 –
Sept 2023

- Modules include: Advanced Communication Networks and Systems, Computer Security, Data Encoding, Logic and Reasoning.
- Projects: Software Engineering Team Project (working as part of a group of four people to develop a unique piece of software), Major Software project (designed, specified and constructed a medium-sized software system).
- Key skills developed: propositional and predicate calculus, Gödel's incompleteness theorem, collaborative professional level research as part of a team, extensive research using library and online resources, writing examinations and projects.
- Computer languages: JavaScript, C++, R, Python, HTML.

EXTRA-CURRICULAR EXPERIENCE

Treasurer, University of St Andrews Management Society

Sept 2021 –
present

- Developed and implemented new fundraising programme for the society, which brought in more than £1,500 for our designated local charity.
- Liaised with the social media officer and the university's alumni office to promote the society, co-ordinate expansion and increase membership.
- Organised and communicated to society alumni our fundraising campaign, which resulted in several speakers for society events.
- Managed society finances, including collecting dues, paying bills and reimbursing committee members for incidental costs.

Business Team, The Saint Student Newspaper

Sept 2021 –
May 2022

- Led the university's biggest newspaper advertising staff, generating the most in revenue for the past three years.
- Organised and implemented advertising promotion which increased the number of advertisers by 45%.
- Solidified leadership skills of a small team and participated in a leadership course from the university's Centre for Educational Enhancement and Development.

WORK EXPERIENCE

Server and barista, Rector's Café, St Andrews

August 2020 –
present

- Prepared and served hot and cold beverages such as coffee, espresso and teas
- Managed the morning and afternoon rush of over 100 customers with efficient, level-headed customer service
- Maintained, cleaned and organised workspace, enabling co-workers to locate resources and product
- Adhered to Covid-19 guidelines and managed the venue-specific check-in system for customers

Online Maths Tutor, MyTutor.co.uk

July 2019 –
March 2021

- Provided GCSE and A level students with an understanding of how to solve problems by working through them step by step.
- Applied psychological teaching skills to maximise the learning potential of students with poor grades
- Engaged with the students' parents in a fun and friendly manner, ensuring their trust
- Tutored 15 students in a 3:1 setting and 3 students in 1:1 setting over 14 months

Shop Assistant, John Lewis, Edinburgh

Summer 2019

- Worked with a team of 8 people in the menswear department, as part of a wider team of c.200
- Applied in-depth product knowledge across menswear to support customers with a well-informed selection of suitable products
- Maintained the shop, delivering outstanding standards on housekeeping while promoting the full product assortment
- Monitored the shop floor, attended to other floors requiring support and made decisions on refunds

PROJECTS AND RESEARCH

Personal Programming Projects – www.github.io/helenarubenstein

2019 – present

- 2 years of software engineering experience, facilitating cutting-edge solutions through GitHub project collaborations
- Gained experience in developing user-friendly websites that generate increased engagements and traffic

Research Assistant, University of St Andrews

Summer 2021

- Worked for Dr John Smith as part of a team of 8 to provide assistance with his research project and the analysis of large data sets
- Utilised descriptive and inferential statistics to clean, code and conduct quantitative analysis on survey data and contributed to the dissemination and presentation of findings
- Supported the development of data tracking and development tools inclusive of surveys, interviews and focus groups

TECHNICAL SKILLS

- Computer languages: JavaScript, C++, R, Python, HTML
- Microsoft Office, Adobe InDesign, Adobe Photoshop, Canva
- Full driving licence
- First aid qualification