# Miss Nahedeh Eqdam Rashti *Swedish Nationality - Email:* [*Nahedeh.eqdam@hotmail.com*](mailto:Nahedeh.eqdam@hotmail.com) *- Contact number: 07890706921*

## Education & Qualifications

##### Sept 2010 – Sept 2011 MSc Global Health and Development - University College London (UK)

### Passed and achieved the equivalent of a 2.1 classification

*Dissertation: Evaluating Results Based Financing as an approach to improving*

*health care delivery and quality in a Sub-Saharan African context*

##### Sept 2007 – July 2010 BSc Biological Sciences - University of East Anglia (Norwich, UK)

##### 2.1 classification – Obtained an Upper Second Class (with Honours) degree

*Dissertation: Community Based Rehabilitation (CBR) Programmes in Africa:*

### *Evaluating the challenges and facilitating factors*

##### Aug 2005 – June 2007 International Baccalaureate Diploma - International School of Helsingborg (Swe)

* 30 IB points – equivalent to 419 UCAS points or 3 A-level A grades

Employment History

##### May 2011 - July 2011 & October – Present Alumni Office Fundraiser - UCL Alumni Relations Office

##### Raising funds for the Annual Fund at UCL, primarily for bursaries and scholarships

##### Making outbound calls to alumni, updating their details on the internal UCL database

##### Working at UCL Events; directing visitors & preparing admin tasks for public events

##### June 2010 Student Associate - 4 week placement in Framingham Earl High School (Norwich)

* Taught Biology classes for Year 9 Pupils
* Organised and planned lessons plans for 8 GCSE Biology lessons
* Provided classroom support for students with special needs

##### Aug 2008 - Aug 2010 Student ambassador - University of East Anglia, Norwich

##### Provided campus tours to visitors and promoted Higher Education to GCSE and A-level students

##### Spoke to large A-level student audiences about university life at UEA in Norwich

### Organized visit days for disabled students

### Handled inbound phone calls for UCAS Clearing

### June 2008 - July 2008 IT Assistant - *Guardian Committee, Helsingborg Municipality (Sweden)*

* Transcribed speeches at conferences and meetings, completed data entry tasks (financial information), handling inbound/outbound calls and booked conference rooms for MP
* Processed large data sets utilising Swedish IT software such as Diabas and Warna; also advanced usage of Excel, Word and PowerPoint to create presentations and briefings

Voluntary Experience

**February 2011 - Present Part-time Receptionist** - *Médecins Sans Frontières, London*

* Transferring inbound calls and making outbound calls to associated press organizations and other non-governmental organizations
* Processing donations over the phone and liaising with press regarding general MSF queries
* Taking minutes at staff meetings and transcribing audio tapes (recorded interviews etc)
* Organizing visas, flights, hotels and conference rooms for MSF staff and visitors
* Managing conference room bookings and weekly office briefings via Lotus Notes

**June 2009 - Aug 2009 Health Care Officer (9 weeks)** - *Kabwe, Zambia and Senga Bay, Malawi*

* Worked in outreach HIV/AIDS clinics as a health care officer administering ART drugs and testing patients for HIV – completed training at a district hospital
* Sanitized patient beds and bathrooms and attended clinical rounds in a HIV/AIDS hospice
* Taught English and Mathematics in local primary schools
* Imported medication and school/sports equipment from the UK for pupils and patients

**Nov 2008 - June 2010 Ward Volunteer** - *Norfolk and Norwich University Hospital*

* Assisted patients with eating during meals in the stroke ward
* Acted as a meet and greet liaison for visitors to the NNUH
* Provided emotional support to patients in the Medicines for the Elderly ward and liaised between patients and nursing staff to ensure patient needs were met

**Jan 2008 - April 2010 Nightline volunteer** - *Nightline crisis room, Norwich*

* Provided emotional support for university students via inbound calls and online messaging
* Responded to callers with depression, home sickness or suicidal tendencies (received training)

**Oct 2007 - April 2010 Sponsorship Officer and Project Co-ordinator** - *Kids Action OverSeas, Norwich*

* Organized two successful volunteer trips to Chiang Mai, Thailand and Senga Bay, Malawi
* Allocated four volunteers at project locations (two orphanages and one school)
* Organized sponsors to partially fund the expedition
* Publicised the volunteer trips to local and national NGOs for logistical support

**Dec 2006** **Swedish Delegate Member** - *Global Environmental Youth Conference, Dubai (UAE)*

* Presented views of the former Swedish government on Sustainability and Development
* Awarded the GEYC certificate for Environmental Awareness (Available upon request)

Additional Skills

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* Advanced fluency with MS Word, PowerPoint, Publisher, Excel, and Outlook programmes
* Adept using statistical software such as STATA and SPSS
* Confident presenting to large audiences using a variety of aids
* Ability to work efficiently within a team or independently
* Proficient in researching and report drafting
* Excellent communication and interpersonal skills
* Typing speed: 95 wpm

Languages

* Complete fluency incl. reading and writing: English, Farsi, Swedish, and Norwegian
* Partial fluency incl. reading and writing: French

Referees

Harris Laspas

UCL Annual Fund Manager

020 3108 3835

[c.laspas@ucl.ac.uk](mailto:c.laspas@ucl.ac.uk)

Dr Colwyn Thomas

01603 593866

Lecturer at University of East Anglia

[Colwyn.thomas@uea.ac.uk](mailto:Colwyn.thomas@uea.ac.uk)