

# Sara Fiction BSc (Hons) PhD

2 Higher Avenue  
Mumbles  
Swansea  
SA4 8PQ

Home phone: 01792 445525  
Work phone (direct line): 01792 445598  
Email: s.e.fiction@swan.ac.uk  
DoB: 10/07/70

## Current Status

*Since October 2000*

---

Senior Research Associate, University of Wales, Swansea

### Responsibilities

- management of research budgets and resources
- writing proposals for funding
- representation of research staff opinions on departmental committee
- supervision of research students (6)
- dissemination of research achievements
- promotion of research work and institution
- identification and achievement of research goals

### Achievements

- produced research proposal that secured £120,000 funding (representing 40% of funding awarded in group) (2003)
- research outputs include 5 papers and 2 conferences (2001-3)
- organisation of social dinner for 200 staff and students (2003)

## Skills demonstrated

---

**Problem solving** My research involves the analysis of complex data, identification of trends and development of new approaches to ensure our work is ahead of rival groups. I overcome obstacles with a combination of personal experience, expertise from others and adapting ideas from relevant publications.

**Project & resource management** My role includes defining research goals within a timeframe agreed with our funding partners and monitoring progress. I use a combination of tools, such as GANTT charts and have developed a system of feedback to ensure I am aware of any slippage or emerging issues at an early stage.

**Communication skills** A range of activities including teaching, supervision, research papers and conference presentations have developed my interpersonal, written, editorial and public speaking skills to a high level. I am accomplished at presenting complex material in a clear, concise, and persuasive manner, tailored for a range of audiences.

**Commercial awareness** As funding for academic research is limited, I have regular contact with our technology transfer unit and have developed a collaboration with a local company. This involved the development of a marketing strategy to explain the advantages of a joint project, accurate costing of staff and equipment time and regular reporting on progress.

**Strategic thinking** I am involved in developing the funding strategy for our team by reviewing the work of other groups, analysing trends in funding, attending conferences to hear of novel approaches and developments and discussing the potential value of our work with a range of researchers to identify new opportunities.

**Leadership and Teamwork** As the senior researcher I effectively manage my time and ensure other team-members meet agreed objectives. I oversee multiple projects, set priorities, meet deadlines and provide direction to the work of junior researchers. In March 2003, I mentored a group of students at a GRADschool to further develop my facilitation skills.

## Previous experience

---

### **1998-2000 Research Fellow, University of San Diego**

Research area: Development of conductive polymer coatings. Supervisor: Professor Sam Uncle. Responsibilities: Improving physical properties of experimental materials, disseminating achievements at international conferences and through publications. (Further details on request)

### **1996 - 1998 Research Assistant, University of Kingsmarkham**

Research area: Phase separation of polymer blends. Supervisor: Professor Long Suffering FRS. Responsibilities: safety in research lab and supervision of research students. Presented research work at national conferences and through publications. (Further details on request)

### **1992 Summer Internship, Procter & Gamble**

Research project: Monitoring effect of pro-vitamins on human hair. Responsibilities: planning and carrying out experimental work, interpreting data, presenting results and conclusions to senior management. Also attended graduate development workshops on presentation skills, negotiation, marketing and other commercial functions.

## Qualifications

---

2003 Certificate in Research Management, University of Wales (1 year PT) including project management, research supervision, time management, technical communication

1996 Awarded Chartered Chemist (CChem MRSC) after peer review, submission of portfolio and recommendation

1996 PhD Physical Chemistry, University of Wales, Swansea "Optical and Dielectric Properties of Polymer Dispersed Liquid Crystals". Thesis awarded University of Wales Harry Hallam prize for Outstanding Research.

1992 B.Sc. (Hons) Chemical and Analytical Science, Ili University of Wales, Swansea

## Other experience

---

2001-present Research Staff representative on Departmental Committee

1995 – present Self-employed A level tutor. Running my own small business has developed my organisational skills, ability to communicate complex principles in an engaging way, financial management (in the completion of my own tax return) and commercial awareness.

## Interests

---

I try to balance my office and lab based working environment with outdoor activities and I am a keen walker and canoeist. My reading interests include crime, biographies and modern fiction.

## References

---

Professor Long Suffering  
Department of Chemistry  
School of Physical Sciences  
University of Kingsmarkham  
LF1 8LF  
Tel: 01234 567890  
Email: l.suffering@life.ac.uk

Dr Com Aware  
Senior Adviser  
Technology Transfer Unit  
University of Wales  
SA1 8QQ  
Tel: 01792 445567  
Email: c.aware@wales.ac.uk