

CURRICULUM VITAE

PERSONAL DATA

Mag. Dr. Sandra Müller
born 14.09.1976 in Vienna
Sebaldgasse 8/3/2, A-1220 Vienna
sandra@sandramueller.at
++43 (0) 650 929-41-21



characteristics: target-oriented management personality with strengths in realization, negotiating skills, and organization; extremely flexible, highly self-motivated and engaged, creative and imaginative, with high social competence, structured, perseverance, stress-resistant, multi-cultural, foresighted, team-minded, good sense of humor, multi-tasking abilities

SHORT PROFILE

experienced generalist with high organizational skills and a wide base of software competency – successful track record in:

- team coordination
- budget responsibility
- public relations
- analysis & documentation
- project management
- event organization

OCCUPATIONAL HISTORY

2015 – today

Ludwig Boltzmann Inst. for Archaeological Prospection & Virtual Archaeology

“A Puzzle in 4D” Project – workflow development for post-processing, digitization and archiving of incomplete excavation datasets as well as long-term archiving with open access online

tasks:

- interface between 2 institutes (LBI ArchPro & Institute for Oriental and European Archaeology)
- digitization and quality analysis of old excavation data as well as interpretation of inconsistencies
- workflow development for the handling of missing information as well as connecting them to existing information
- reconstruction of excavation-stratigraphies and their sequencing through the build-up of a Harris Matrix
- virtual 3D-reconstructions with different software programs

- collaboration on the build-up of a geodatabase
- writing of reports, publications, presentations, lectures
- collaboration and event representative as well as Arabic press releases
- different communication tasks and PR for events of the institute (long night of research; Archaeology 2.0)
- preparation of project proposals including time and budget responsibility
- conference participation in the home country (10th International Congress on the Archaeology of the Ancient Near East; 48th permanent conference of Egyptologists (SÄK))
- temporary field missions – magnetic and georadar
- participation at the LBI ArchPro-Summer School on advanced archaeological prospection, documentation and interpretation for cultural heritage management

2004 – today

Austrian, German, Swiss Archaeological Institute, Cairo and University of Vienna and Tübingen as well as Archaeology-Service Vienna

archaeological excavations and related tasks in Egypt (e.g. Giza, Luxor, Assuan) and Austria

tasks:

- field-director with discretionary power, workmen-selection and team-Compilation
- project management with time and operation scheduling as well as resource-coordination and control
- organization, scheduling, cost-calculation of accommodation, timing of arrivals and departures, visa affairs and diverse permissions
- public authorities contacts concerning concessions, military approval and security applications
- press and public relations as well as supervision of the interested public (DEO (Deutsche Evangelische Oberstufe) Desert Day 2015 in Dahshur; international visitor tours in Saqqara South and Dahshur)
- organization, planning and execution of the Archaeo-Training for inspectors of the Egyptian Ministry of Antiquities for prevention against illegal looting
- lectures at Helwan University, Cairo for the Heritage Conservation and Site Management of BTU Cottbus on behalf of the German Archaeological Institute, Cairo
- publications, layout formatting, press-releases, preliminary excavation reports
- German-Arabic TV-documentation „SciTech“ with ON-TV and Oman-TV concerning preservation of cultural heritage; broadcasted spring 2015 and via Youtube: <http://youtu.be/yr7KR7qbegk>
- lectures and presentations within the performance of the German Archaeological Institute, Cairo
- first-aid for finds, find-administration and registration as well as partial cleaning, packing and storing
- pencil-drawings of small-finds including shades, ink drawings for publications, computer-assisted re-drawings of pottery including sections
- object and find descriptions for catalogues and inventory lists

- field documentation: writing, drawing photographing, measuring; including the setting of new bench marks
- supervision and education of students during excavations and introduction to the daily field routine
- participation on conferences (e.g. The Hyksos King Khayan-Workshop, Vienna; TELL, Cairo; International Conference of Archaeometallurgy, Grado and Aquileia)

1998 - 2004

Hottinger Baldwin Messtechnik, Vienna
(until 2000, called Spectris Components)

tasks:

- telephone support
- customer care
- order transaction
- repair-service superintendence
- coordination of appointments
- assistance for trade-fairs and exhibitions

1998 – 2004

Visage, Linz (international)

assistance for fairs:

- supervision of event tables
- customer consulting
- recruitment of new customers
- PR/sales promotion

1992 – 1998

jobs beside school and university:
PVA, BTG Industrieanlagen, Union daytrips

FURTHER PROFESSIONAL EDUCATION AND TRAINING

summer 2017 computer assisted 3D-modelling, 7reasons Medien GmbH, Vienna

summer 2017 Image Based Modelling, LBI ArchPro, Vienna

September 2016 Summer School, LBI ArchPro, Vienna

July 2014 Spanish-intensive course, I-diom, Vienna

July 2013 Arabic-intensive course , ÖOG Austrian Oriental Society, Vienna

January 2012 Arabic-intensive course , ÖOG Austrian Oriental Society, Vienna

2003 – 2011

PhD-studies (Egyptology), University of Vienna

theses: Investigations concerning the chronology of the transfer of technology & ideas. (metallurgical studies conc. the 1st appearance of the inlay, granulation, cloisonné and champlévé techniques in the Aegean, Egypt, Anatolia, the Levant and Mesopotamia)

<http://othes.univie.ac.at/15852/>

1997 – 2003 **MA-studies (History, Pre-History, Human-biology), University of Vienna**
theses: Comparison of Greek and Egyptian Religion Theogonies

summer 1996 English-intensive course, Cornwall International School, England

1994 – 1997 commercial academy, Vienna

1991 – 1994 commercial business school, Vienna

ADDITIONAL QUALIFICATIONS

excellent software-knowledge:

MS-Word, MS-Excel, MS-Access, MS-Powerpoint, MS-Outlook; Auto-CAD, ArcGIS (ArcMAP+ArcScene), Arch4D-Inspector, SketchUp, HMC⁺ (Harris Matrix Composer⁺), Taifu, Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Adobe Acrobat, Joe, File-Maker Pro Advanced, MiraSoft for GPR, LoggerVis for navigation; basics in Autodesk 3D Studio Max, Terragen 3D, 3D Coat, World Machine, Autodesk Combustion, Image based Modelling (SfM) with AgiSoft Fotoscan

foreign languages: English (C1) written + spoken
 Spanish (B2) written + spoken
 Arabic (B1) spoken
 French passive (reading)

driving licences: AM, A, B, EB

others: Beta-tester for HMC⁺ software from VRVis (Centre for Virtual Reality and Visualization Research GmbH), Vienna
 basics in surveying with Leica and Trimble total stations

interests (keywords)

preservation of Cultural Heritage; excavation; real and virtual 3D-reconstructions of antique monuments; travel; personal development; PR + Sales Promotion; teaching; research and science; Egypt; Mexico; Peru



Wien, 01.06.2017