

CURRICULUM VITAE

PERSONAL DATA

Mag. Dr. Sandra Müller
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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

2017 – today

CDM Smith

USAID for Egypt: groundwater project for Kom Ombo Temple

tasks:

- archaeological building assistance
- rescue excavation
- writing of reports

2017 – today

Austrian Academy of Science, Vienna

Institute for Oriental & European Archaeology

tasks:

- Autocad post-processing of old excavation data from Tell el-Daba/Egypt, area F/I

2015 – 2017

Ludwig Boltzmann Inst. for Archaeological Propection & 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, children sport trainer, Union daytrips (chaperon)

FURTHER PROFESSIONAL EDUCATION AND TRAINING

January-February 2018	computer assisted 3D-modelling, 7reasons Medien GmbH, Vienna
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 champlevé 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, SketchFab, HMC⁺ (Harris Matrix Composer⁺), Taifu, Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Adobe Acrobat, Joe, FileMaker Pro Advanced, MiraSoft for GPR, LoggerVis for navigation, Monobild, Photoplan, Autodesk 3D Studio Max, Terragen 3D, 3D Coat, World Machine, Vegas Pro (Sony), 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

Vienna, 02.03.2018

