

# Leona Saurek

**A:** UAE, Dubai, Al waha villas

**T:** +971562341691

**E:** [leonas235@gmail.com](mailto:leonas235@gmail.com)

---

## Professional Profile

My name is Leona Saurek, and I am a recent Master's graduate in Criminal Investigation with hands on experience in administrative roles, client-facing work and volunteer care settings. Skilled in research, analytical thinking, handling confidential information and coordinating with diverse teams in fast-paced environments. I am passionate about pursuing a career in investigative work, with a particular interest in field work – including evidence collection, surveillance, interviewing and on-site case support. As well as contributing to law enforcement, private investigation teams or justice-sector initiatives across Europe.

---

## EDUCATION

### **MSC Criminal investigation, University of central Lancashire, 2024-2025**

- Awarded Masters with a Distinction

### **Dissertation: Human trafficking and Stockholm syndrome**

### **BSC Psychology with cognitive neuroscience, University of Leicester; 2021-2024**

#### **British Psychological society accredited**

- Grade 2:1

### **Online course : Psychology of Criminal Justice , 2020, University of Queensland, Australia**

### **Horizon International School, UAE, Dubai (2014-2021)**

- A levels: English A, Psychology B, Biology C
- All GCSE's (7) grade 4 and above

---

## LANGUAGES

### **Fluency in 4 languages:**

- English
- Polish
- Croatian
- Macedonian

---

## EXPERIENCE

### **Horizon English school – Teacher assistant (Volunteer) (May 2019 – June 2019)**

- Key Responsibilities included helping children with maths, science, and English.
- Observing and assisting teachers during class time, explaining concepts, and helping in reading.

- Looking after children during play time.
- Helped children with disabilities and special needs in multiple subjects

#### **University of Leicester, Basketball committee – social secretary (2022-2023)**

- Developed efficient time management to match the demands of organising several events, as well as keeping on top of my academic pursuits and the commitments inherent to competing in the Women's 1<sup>st</sup> Basketball team in the third division in the British Universities and College Sports (BUCS) League.
- Planned the social events which took place every Wednesday.
- Coordinated schedules, securing venues, and managing budgets.
- Team promoted to a higher tier (Tier 2) in BUCS after winning the division last season.

#### **Lady Elsie Finney House, care home, Preston (2025 – present) - volunteer**

- Key responsibilities include helping the elderly around the house, helping with activities such as arts and crafts, flower arranging, light exercise, meal preparation
- Enhancing well-being of residents by providing companionship, emotional support and assistance with daily activities.

#### **Vet Care, Veterinary Medical centre (August 2025- present)**

##### **Sales Officer**

- Managed front desk operations, scheduling appointments, greeting clients, and ensuring a organized and professional environment.
- Handled payments, billing and sales of veterinary products and services.
- Maintained accurate client records and confidential medical information.
- Resolved client concerns and coordinated between veterinarians, clients, suppliers, improving workflow efficiency.
- Assisted in inventory control and ordering supplies.
- Supported emergency cases by quickly registering patients and alerting medical staff under pressure.

## **SKILLS AND ACTIVITIES**

---

#### **University of Leicester Basketball Club, Women's 1<sup>st</sup>, Team Player; Sept 2021 – 2024**

- Committed approximately 20 hours per week to meetings, game days, training and travel whilst maintaining full course load.
- Developed strong work ethic

**Communication and Interpersonal skills** – Experience interacting with diverse groups (clients, students and elderly residents), delivering clear explanations and providing emotional support in sensitive environments.

**Teamwork & Collaboration** – Proven ability to work within multidisciplinary teams, including teachers, healthcare professionals, veterinarians and student committees. Comfortable coordinating tasks, sharing responsibilities and contributing to collective success.

**Organizational & Administrative skills** - Experienced in managing high-volume appointment scheduling, event planning, and front-desk operations. Capable of handling multiple priorities simultaneously and implementing efficient systems to prevent errors or delays.

**Research/Analytical skills** – Skilled at gathering, reviewing, and interpreting complex information from multiple sources. As well as summarising research and using online databases for compiling relevant research.

**Confidentiality & Data Management** – Accustomed to handling sensitive and legally protected information, including medical records, personnel client details and financial data. Knowledgeable about maintaining strict confidentiality and following privacy regulations such as GDPR.

**Problem Solving & Conflict resolution** – Through my experiences with resolving client complaints in a veterinary setting, supporting emergency patient admissions and adapting plans when unexpected challenges arise, I have developed a quick nature to assess issues, propose practical solutions and act under pressure.

**Attention to detail** – Maintained precise records, accurate billing, and thorough documentation in all roles. Ensuring compliance with internal standards and external regulations. This attention to accuracy is transferable to evidence handling and investigative reporting.

**Adaptability & Cultural Awareness**– Comfortable adjusting to new environments and working with people from diverse cultural and social backgrounds. Able to quickly learn new systems, policies and ways of working, whether in an academic, administrative or healthcare setting

**Empathy and Supportive Care** – Volunteered with children, including those with special needs, and elderly care home residents, providing emotional support, companionship and encouragement. Gained a deeper understanding of how to handle sensitive situations with compassion and professionalism

## OTHER ACHIEVEMENTS

---

- Involved in the Buddy Reading program in Horizon International School, helped children with disabilities and students with ESL (English as a second language), translated for Croatian, Polish and Serbian speaking children
- Volunteering in Sri Lanka for the reparation of an orphanage.
- The psychology of Criminal justice course completed online with University of Queensland, Australia (2020)
- Enrolled in music school, Brooklyn Melodies, participated in Piano concerts, UAE, Dubai (2013-2020)
- STEM Competition at Curtin University Dubai participant (2021)
- Attended Polish school (2009-2014)