

Elizabeth Dickie – Writer, Educator, Researcher

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Nationality: British Availability: August 2021 onwards

Creative, experienced and enthusiastic writer / editor seeking content editing copywriting roles, especially in the Education sector.

*Proven experience in both writing (technical and academic) and education, combined with unique insight from international teaching experience and expertise in linguistics and language acquisition.
Flexible, diligent and professional – for all your copy writing and editing needs.*

Professional Experience

8 Years' Experience as Primary Class Teacher and EAL Teacher

Roles held:

- **August 2015 – June 2021**
Myanmar International School Yangon
 - **August 2019 – June 2021**
Year 2 Class Teacher
 - **August 2017 – July 2018**
EAL / Learning Support Teacher
 - **August 2015 – July 2017**
Year 4 Class Teacher
- **June 2014 – April 2015**
Brainworks Total School,
Taunggyi, Myanmar
P1 Homeroom Teacher
- **July 2013 – June 2014:**
Various ESL Teaching Roles
 - **January 2014 – June 2014**
We Women, Chiang Mai,
Thailand,
Volunteer English teacher
 - **October 2013 – June 2014**
CEC Language School
and Chiang Mai
Vocational College,
Chiang Mai, Thailand
English Teacher
 - **July 2013 – Sept 2013**
TLI School of English and
Kaplan International
College, Edinburgh
English Teacher

Key Skills and Responsibilities:

- **Literacy expertise, delivering training:** focus on reading and writing, advising on and **drafting Literacy policy document and training staff.**
- **Time, task and project management, risk assessment and budgeting:** planning, teaching and assessing core subjects, developing Year 2 curriculum, unit plans and weekly plans, leading educational visits.
- **Research and sector knowledge:** Keeping current with changing regulations, recommendations, latest techniques and strategies and current affairs.
- **Desktop publishing, educational content creation (in person and virtual learning):** Advanced user of MS Office and Google suites to design and produce:
 - educational materials (worksheets, presentations, posters etc.) for my class,
 - planning documents and data trackers,
 - parent letters, notices and newsletters,
 - video lessons (recording and editing)
 - interactive materials for online teaching.
- **Interpersonal skills, client focus, delivering presentations, social media content:** Communicating with parents via school social media, formal parent meetings, coffee morning presentations
- **Bespoke client work:** One-to-one tuition in Business English, IELTS, IGCSE and KS2 reading; tailored to client needs, **specialising in reading, academic writing and research skills.**
- **Continuous professional development:** Achieved QTS via Assessment only route while working full time. Attended various training courses live and online.
- **Additional responsibilities: Leadership, teamwork and enthusiasm:** Leading Book Week committee, facilitating Battle of the Books competition and Junior Student Council, delivering English lessons for local staff, attending First Aid training, working on International Week committee, and Curriculum development in Phonics, Literacy and Maths.

Master of Science – Academic Writing and Research Design	
September 2018 – August 2019 MSc Linguistics University of Edinburgh	<ul style="list-style-type: none"> • Researching and writing a variety of academic texts ranging from standard essays, research designs, literature reviews, data analyses and critical assessments. • Project management: Designing and conducting original research in line with the University's ethics guidelines, leading a team research project • Delivering presentations of research to peers and tutors.
5 Years' Experience as a Technical Writer	
June 2008 - July 2013 Thomson Reuters Elite (formerly Pilgrim Systems plc) Technical Author	<ul style="list-style-type: none"> • Planning, writing, and editing user documentation for practice management software for law firms. • Managing documentation archives, answering documentation queries from staff and customers • Gathering technical information and 'translating' to plain English from developers and project managers. • Agile SCRUM model: Daily project and time management, rapidly changing priorities, managing own workload within small project teams • Additional responsibilities: editing staff newsletter, first aider, fire warden, social / charity events organiser, representing colleagues at merger discussions.

Education & Qualifications		
UK Qualified Teacher Status	January – April 2020 TES Institute	TES Assessment Only route. Observed lessons and portfolio of Teaching Standards.
MSc Linguistics	September 2018 – August 2019 University of Edinburgh	Passed with Merit Focus on language acquisition, language disorders, and psychology of language.
Cambridge CELTA	July 2013 – August 2013 Basil Paterson College, Edinburgh	Passed – Grade B
MA English Language and Philosophy	September 2004 to June 2008 University of Edinburgh	1 st Class Honours
4 A-Levels 2 AS Levels	September 2002 to June 2004 Grimsby College, Grimsby	A Level English Language and Literature (A), Psychology (A), Classical Civilisations (B), General Studies (B)
12 GCSEs A* - C	September 1997 to June 2002 Toll Bar School, Grimsby	AS Critical Thinking (B), Archaeology (C) GCSEs include: English (A*), Maths (B), Science (AAB), ICT (B)

Other Skills and Attributes

- First class written and verbal communication. Highly computer-literate.
- Excellent project management and organisational skills, highly adaptable.
- Creative and solutions driven, self-motivated and a great team player. Empathetic and principled, creating fantastic rapport and facilitating and inspiring others.

Interests and Activities

Travel and culture. Literature in all its forms: reading, writing, films and theatre. Lifelong learner: psychology, linguistics and languages. Massive foodie: cooking eating, discovering new things. Active: hillwalking, yoga, running. Passion for music – eclectic taste. Strong social conscience.

References available on request