



LYNDSEY CARMICHAEL

📍 Exeter , Devon EX2 7SY

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PROFESSIONAL SUMMARY

Aspiring academic currently undertaking a part-time PhD in Education at the University of Exeter, with a focus on the experiences of international distance learners. Passionate about contributing to higher education through research and teaching. Known for a collaborative approach in academic settings and a commitment to enhancing the quality of education. Eager to further develop expertise and skills for a fulfilling career in academia.

EDUCATION

University of Exeter, Exeter, Current
Doctor of Philosophy (Student): Education

University of Leicester, Online, 2020
PGCT: Teaching English for Academic Purposes

University of Kent, Canterbury, 2019
Applied Linguistics with TESOL: Social Sciences

International House , Online , 2020
Certificate in Teaching English to Speakers of Other Languages (CELTA), International House
Teaching English for Academic Purposes (TEAP)

Canterbury Christ Church University, Canterbury, 2012
Bachelor of Arts: American Studies

CORE SKILLS

- Student Engagement and Support
- Virtual Seminar and Tutorial Facilitation
- In-Person Seminar Management
- Online and In-Person Lecturing
- Tutorial Planning
- Digital Student Progress Monitoring
- Student Progress Reporting
- E-Course Material Development
- Course Material Preparation
- Online Assignment Evaluation
- Assignment Marking
- Virtual Classroom Management
- Classroom Management
- Highly Effective Online Teaching Presence

EXPERIENCE

POSTGRADUATE TEACHING ASSOCIATE, 09/2023 - Current

University of Exeter, Exeter

- Continuously seeks performance improvement through reflective teaching practices, feedback collection, and adaptive content delivery.
- Skillfully prepares and customises teaching materials, including handouts and academic papers, to enhance student learning.
- Actively participates in departmental outreach activities, fostering meaningful connections between faculty and students.
- Facilitates dynamic discussions in both in-person and online seminars.
- Provides targeted support to students facing academic challenges.

PEER MENTOR , 09/2023 - Current

University of Exeter

- Voluntary position
- Provide guidance and support to new students
- Signpost students to appropriate resources or university services
- Conduct workshops

ASSOCIATE LECTURER, 09/2022 - Current

Exeter College, UK

- Teach students aged 16-19 in post-education programmes
- Contribute to a supportive and collaborative team environment
- Employ various digital tools for enhanced learning experiences
- Updated safeguarding and inclusivity training
- Positive feedback from senior leaders on my performance and results

ASSOCIATE LECTURER, 06/2022 - 08/2023

INTO, Exeter, Devon

- Conducted live sessions for pre-sessional English courses, engaging students in an interactive learning environment.
- Played an active role in student welcoming events, facilitating a seamless transition into academic life.
- Employed a comprehensive teaching approach, emphasising academic skills, English language mastery, and literacy.
- Demonstrated effective workload management and planning skills.
- Diligently maintained precise records of student attendance and academic performance.
- Evaluated student work through marking both formative and summative assignments.
- Led group and one-on-one tutorials, catering to individual learning needs.
- Contributed to a highly collaborative teaching team, enhancing overall educational quality.
- Cultivated a positive and inclusive classroom atmosphere, both online and in-person.
- Adapted teaching methods to support a diverse student body, spanning multiple nationalities and cultures.
- Consistently received positive student feedback, affirming effective teaching methods and supportive engagement.

TEACHER, 09/2021 - 07/2022

GSL Education , Canterbury , Kent

- Designed and executed well-planned lessons, supplementing with custom teaching materials.
- Tailored instructional resources to meet the unique needs of SEN and EAL students.
- Administered and graded both formative assessments and mock examinations.
- Maintained open lines of communication with parents through periodic updates and during scheduled parents' evenings.
- Deployed effective behaviour management strategies to foster a conducive learning environment.
- Engaged proactively in broader school duties, contributing to organisational objectives.
- Skillfully managed a tutor group, ensuring individualised attention and academic progress.
- Utilised SIMS and ClassCharts to streamline administrative processes and enhance data management.
- Promoted and sustained a positive, collaborative atmosphere within the department.

EAL TEACHER, 04/2019 - 08/2021

Kent College Canterbury, Canterbury, Kent

- Supporting EAL students with additional language needs alongside their main subjects

ESOL TEACHER, 09/2018 - 09/2019

KRAN (Kent Refugee Network), Canterbury , Kent

EXECUTIVE ASSISTANT, 04/2015 - 10/2016

Deutsche Bank, London

TRADING FLOOR ASSISTANT , 08/2014 - 04/2015

Bank of America Merrill Lynch, London

TRADING FLOOR ASSISTANT , 12/2013 - 08/2014

Citi Bank, London

REFERENCES

Academic: Prof. Salah Troudi, PhD Supervisor,

S.Troudi@exeter.ac.uk, +44 (0) 1392 724 775

Professional: Chris Petheram, Head of Faculty- Foundation Learning,

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SKILLS

Microsoft Office Applications, Zoom/Skype, Padlet, Blackboard, Moodle, Canva, HP5 , LMS tools, SPSS (beginner), Menti

PROFESSIONAL AFFILIATIONS

- Member, South West Doctoral Training Partnership, Committee
- Member, Professional Association, BALEAP
- Member, School of Education, University of Exeter Peer Mentor Scheme, Volunteer