

Dynamic and adaptable professional with a research-driven mindset and extensive higher education teaching expertise, able to deliver impactful learning experiences and streamlined operations.

I Skills

Organisation, Coordination, and Administration

I have experience in coordination of events, research groups, peer to peer training and ongoing teaching. I excel at coordinating people and resources for long-term strategic goals and under short-term pressure. While chairing conference organising teams and administrating other groups I have orchestrated committee communication and planning, liaised with other departments, and guided events from planning through execution. I have administrated communication and reporting systems and managed volunteers week to week as well as directing a complex team of staff and volunteers for large events. These experiences reflect strong time-management and prioritisation skills, team work and team leadership and the ability to maintain high-quality documentation.

Communication and Stakeholder Engagement

Effective, adaptable communication has been at the core of my work in both academic and operational settings. I have presented complex content at institutional and international events, adapting language and format to engage a range of stakeholders from subject experts to broader audiences. In addition, my roles outside of research - such as managing communications for a start-up school and coordinating volunteer teams as a music administrator have refined my ability to communicate detail with clarity and efficiency. I bring these same skills to Learning and Development settings with the ability to engage constructively with colleagues at all levels, ensuring written and verbal communications meet high quality standards, and contributing to the development of accessible training materials and other programme documentation that support successful outcomes.

Proactive Problem-solving and Continuous Learning

Having worked in small teams in academic and volunteer environments for many years I am able to navigate change with confidence, adapt quickly to new systems, and identify opportunities for process improvement. Through independent project management I have developed the ability to troubleshoot and problem solve both alone and in a team. I have put these to use in both my doctoral research where I independently learned advanced technical and analytical skills, and in a small startup and volunteer environments where I have sourced and introduced tools to improve volunteer coordination and event delivery. This experience translates directly to Learning and Development coordination, where anticipating needs, resolving issues efficiently, supporting service reviews, and applying a continuous improvement ethos are essential to the smooth delivery of programmes.

Caitlin HALFACRE

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| Education

- 2018–2023 **PhD Linguistics**, Newcastle University, Newcastle upon Tyne
- 2017–2018 **MA Applied Linguistics Research**, Newcastle University, Newcastle upon Tyne, *Distinction*
- 2014–2017 **BA Linguistics**, Newcastle University, Newcastle upon Tyne
- 2025–present **Python for Data Science**, Code Academy
- 2025–present **Learn SQL**, Code Academy

| Experience

Employment

- 2024–present **Research Associate**, Manchester Metropolitan University, Manchester
Responsible for managing, processing, and analysing sound data from the Manchester Voices Project. Responsible for managing, processing, and analysing sound data from the Manchester Voices Project. Contributed to a public facing research book and first authored two academic papers. Supported research efforts in other parts of the department. Supported research administration and events
- 2023–2024 **Associate Lecturer**, Newcastle University, Newcastle upon Tyne, Preparing and delivering lectures, seminars, and workshops to undergraduate students
- 2018–2024 **Postgraduate Tutor**, Newcastle University, Newcastle upon Tyne, Preparing and delivering lectures, seminars, and workshops to undergraduate and postgraduate students. Coordinating modules, assessment, and feedback.
- 2023–2024 **Music Assistant**, Jesmond Parish Church, Newcastle upon Tyne, Volunteer management, email communication, copyright administration, event planning and management
- 2022–2023 **Research Assistant - Linguistics Lab Manager**, Newcastle University, Newcastle upon Tyne, Research support, mentoring, and training

Voluntary

- 2023–present **Communications and Marketing Volunteer**, Alcuin's School, Newcastle upon Tyne, Within a team managing communications and marketing for a start-up independent school

| Skill matrix



basic knowledge

intermediate knowledge with some project experience



extensive project experience

deepened expert knowledge

expert / specialist

Level	Skill	Years	Comment
●●●●●	Microsoft Office	8	extensive usage in various professional and volunteer contexts.
●●●●●	R	20+	skills in data manipulation and data visualisation in the tidyverse, and in statistics including mixed effect modelling and generalised additive mixed modelling. Teaching experience in all of the above.
●●●●●	L ^A T _E X	7	produced reports, papers, and presentations in L ^A T _E X
●●●●●	Python	1	introductory training, including data analysis
●●●●●	HTML:	3	capable of basic html editing