

# JAMIE SULLIVAN

✉ jamie13sullivan@hotmail.com

📍 Sheffield, United Kingdom

## SUMMARY

Experienced educator with expertise in inclusive education and instructional design. Skilled in providing tailored support to students with specific learning differences. Proficient in delivering engaging English for Academic Purposes (EAP) courses and adept at curriculum development. Committed to fostering inclusive learning environments and promoting student success. Currently pursuing advanced studies in Technical Communication and E-Learning, including coursework in Learning Technologies, Instructional Design Principles, and Research Methods, to further enhance pedagogical strategies and educational outcomes.

## EDUCATION

### MASTER OF ARTS IN TECHNICAL COMMUNICATION & E-LEARNING

*University of Limerick, Ireland | Expected graduation: June 2024*

- Specialization in eLearning, Instructional Design, and Technical Communication
- Completed coursework: Learning Technologies, Instructional Design Principles, and Research Methods
- Dissertation focused on improving web accessibility for post primary school websites
- Proficient in tools such as Audacity, Microsoft Office Suite, Canva, WordPress, and Wix; familiar with eLearning development tools like Articulate Storyline and Rise
- **Projects Completed:**
  - Developed a wiki topic and summarized a media article, contributing to collaborative online knowledge sharing.
  - Demonstrated proficiency in web development by designing and creating websites using WordPress, Wix platforms, and creating a storyboard for website structure.
  - Produced a podcast episode on a relevant technical communication and e-learning topic.
  - Enhanced instructional materials and graphical visual aids through redesign.
  - Conducted interviews with Subject Matter Experts (SMEs) to gather insights.
  - Created a reflective blog website.

### GRADUATE DIPLOMA IN INCLUSIVE EDUCATION, LEARNING SUPPORT AND SPECIAL EDUCATION

*Dublin City University, Dublin, Ireland | May 2021*

### POSTGRADUATE DIPLOMA IN EDUCATION – History & Geography, Hons (2.1)

*University College Cork, Ireland | June 2011*

### BACHELOR OF ARTS (JOINT HONOURS) – History & Geography, Hons (2.1)

*University College Cork, Ireland | July 2009*

## PROFESSIONAL EXPERIENCE

### SPECIALISED DYSLEXIA / SPLD TUTOR

*University of Sheffield, UK | Sep 2021 - present*

- Provide 1:1 study skills tuition and academic support to students with specific learning differences (SpLDs).

### GEOGRAPHY / HISTORY / SPECIAL EDUCATIONAL NEEDS TEACHER

*St Paul's College, Dublin, Ireland | Sep 2017 – Jun 2021*

- Taught 1:1/small group remedial classes for EAL students and students with learning disabilities.
- Instructed History and Geography classes.

### ENGLISH FOR ACADEMIC PURPOSES TUTOR

*University College London | Summer 2020 and 2021*

- Taught English for Academic Purposes to students in a virtual setting using a flipped learning approach.

# JAMIE SULLIVAN

## ENGLISH FOR ACADEMIC PURPOSES TUTOR

*University of Edinburgh | Summer 2017, 2018, 2019, 2022, 2023*

- Instructed English for Academic Purposes to students on a pre-sessional course, providing detailed individual feedback.

## ENGLISH AS AN ADDITIONAL LANGUAGE TEACHER

*Cork English College, Cork, Ireland | Oct – Dec 2018*

- Developed and delivered engaging EAL lessons for students aged 10 to 18.
- Administered diagnostic language assessments and tracked student progress.
- Conducted small group intensive lessons and organized cultural activities to enhance language skills.

## ENGLISH FOR ACADEMIC PURPOSES LECTURER / INTERNATIONAL RELATIONS LECTURER

*Dublin International Foundation College, Dublin, Ireland | Dec 2016 – Jun 2017*

- Taught English for Academic Purposes (EAP) and International Relations to students enrolled in pre-university academic English and pre-Masters courses.
- Held responsibilities in planning, administrative tasks, and pastoral care, including group tutoring roles.

## SOCIAL STUDIES TEACHER

*Emirates National Schools, Abu Dhabi, United Arab Emirates | Aug 2015 – Jul 2016*

- Instructed Social Studies and Geography to Grade 6, 9, and 10 students following US and IB/MYP curricula.
- Managed planning and administrative tasks, standardized test preparation, and parent-teacher visits; served as a homeroom class tutor for Grade 6 students.

### Additional experience as:

- Humanities/EAL/Resource/Learning Support Teacher | Ratoath College, Ratoath, Ireland | 2014 – 2015
- History Teacher | Hall Mead School, Essex UK | 2014
- Humanities/EAL/Resource/Supply Teacher | North Monastery Secondary School | 2013
- Humanities/EAL/Resource/Learning Support Teacher | St. Peter's College, Dunboyne, Ireland | 2011 – 2013
- Intercultural Studies Lecturer/Tutor | Dunboyne College of Further Education, Dunboyne, Ireland | 2010 – 2011
- History & Geography Student Teacher | Colaiste an Spioraid Naoimh, Cork, Ireland | 2010 – 2011

## PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

### LEARNING TECHNOLOGIES IN EAP: A PRACTICAL COURSE FOR TEACHERS

*University of Sheffield, UK | 2022*

### CERTIFICATE IN DYSLEXIA: EFFECTIVE STRATEGIES AND INTERVENTIONS

*ICEP Europe, Maynooth, Ireland | 2018*

### CELTA CERTIFICATE (TEACHING ENGLISH TO ADULTS, GRADE B)

*University of Cambridge, United Kingdom | 2013*

### CERTIFICATE IN ENGLISH LANGUAGE TEACHING TO SECOND LEVEL STUDENTS (STATE QUALIFIED TEACHERS)

*University College Cork, Ireland | 2011*

## SKILLS & INTERESTS

Teaching and Instruction | Educational Technology | Language Instruction | Curriculum Development | Learning Support | Special Education | Classroom Management | Assessment and Evaluation | E-Learning | Instructional Design | Web Design | Content Creation | Microsoft Office Suite | Canva | WordPress | Wix | Articulate Storyline | Rise

- Completed research dissertations in Geography and History during undergraduate studies
- Professional certificate in Soccer Coaching (FAI Kick Start 1)
- Active involvement with educational charity organization Rewrite Science