

Dr. Michèle Mills

Educator & Researcher

Profile

A well-versed educator with a PhD in Education and a BA (Hons) in English. Fields of interest include qualitative educational research and educational policy. Established teacher of English Language and Literature. I currently assist postgraduate students as an Online Tutor with Unicaf University and as a private academic consultant for ESL students and native English speakers. Additional experience comprises print media and library services.

Contact

Phone: +44 787 7412347

Email: michelemills101@gmail.com

Website: michelemillsediting.com

Linkedin: [linkedin.com/in/drmichelemills](https://www.linkedin.com/in/drmichelemills)

Location: Bristol, UK

Professional Career

Online Tutor

Unicaf University
June 2018 - Present

- Guiding students through postgraduate modules in Education.
- Supervision of postgraduate dissertation students.

Dissertation Consultant

Michèle Mills Editing
2014 - Present

- Providing editorial and academic support to graduate and postgraduate students, particularly doctoral candidates in the UK and internationally
- Assisting ESL students through the editorial process

Research Assistant

University of Bristol, School of Education
July 2014 - Sep 2014

Language Supportive Teaching and Textbooks in Tanzania Project (LSTT)

- Conducted qualitative data analysis
- Co-authored chapter in project report

Teaching Assistant

University of Bristol, School of Education
Sep 2013 - Dec 2013

International Development, Comparative Research and Education

- Supported teaching and learning of module lessons
- Facilitated group discussions

Learning Resources Assistant

Cotham School - Bristol, UK
2007 - 2010

- Supported students through the provision of library resources
- Supervised use of library along with administrative duties

Assistant Examiner

Pearson (Edexcel) - GCE A-Level
2007 - 2010 (Annual)

- Evaluated live online scripts annually for GCE A-Level English Literature

Supply Teacher

St. Bede's High School - Bristol, UK
2005 - 2007

- Supported lessons in absence of subject teachers; provided learning support as required

Associate Features Editor

Daily News Ltd. - Trinidad and Tobago
1999 - 2004

- Reviewed editorial pages Managed assignments for staff Edited and produced copy

Part-Time Tutor

University of Sheffield, Caribbean Programme - Trinidad and Tobago
2003 - 2004

- Supervised students in the completion of modular assignments in the Masters in Education programme

Dr. Michèle Mills

Educator & Researcher

Professional Career (Continued)

Graduate Teacher

Department of Education - Turks & Caicos Islands
1997 - 1999

- Taught English Language and English Literature (ages 11 - 17)
- Maintained pastoral duties
- Organised co-curricular activities

Part-Time Lecturer

Providenciales Community College - Turks & Caicos Islands
1998 - 1999

- Taught English to recent school-leavers wishing to re-sit exams and adults who wished to improve their qualifications

Assistant Examiner

Caribbean Examinations Council - CXC English
1993 - 1999 (Annual)

- Evaluated English Language scripts for annual examinations

Graduate Teacher

Ministry of Education - Trinidad and Tobago
1979 - 1997

- Joined Senior Management Team
- Taught English Language and English Literature (ages 11 - 17)
- Taught A-Level General Paper (Writing Course)
- Prepared students for external examinations
- Fostered pastoral care

Academic Background

University of Bristol

PhD, Education
2013

Bristol, UK

Member of Research Centre for International & Comparative Studies and the Education in Small States Research Group

City & Guilds

NVQ Level 3 - Information & Library Services
2010

Bristol, UK

University of Sheffield

M.Ed.

2002

Trinidad and Tobago (Caribbean Programme)

University of the West Indies

Diploma in Education
1990

Trinidad and Tobago

University of the West Indies

B.A. (Hons.)

1979

Trinidad and Tobago

Skills

Teaching

Qualitative Research

- In-depth Interview
- Observation
- Group & Individual Interview

Qualitative Data Analysis

- NVIVO
- Documentary Analysis

Library Resource & Administration

Writing & Communication

- Creative Writing
- Academic Writing
- Editorial Writing
- Report Writing