

# Dr Lucy R. Hinnie

Educator - Administrator - Researcher  
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## PERSONAL SUMMARY

Engaging, successful and driven early career researcher with diverse administrative experience, I have a passion for diversity, equality and accessibility of knowledge. With over 8 years of experience in higher education and private sector administration, I work with diverse groups of people to identify and achieve strategic aims, from classrooms to boardrooms.

## KEY SKILLS AND EXPERIENCE

- Collaborative, personable and impactful communicator, with a first-class record of teaching and outreach;
- Stellar reputation for dynamic and responsive engagement with scholarship and research;
- Independently driven and empathetic team member, motivated to deliver high-quality results.
- Excellent dissemination of research to stakeholders and wider audience through published research outputs, outreach events and teaching;
- Experienced in tailoring academic curricula and administrative systems for project efficacy and impact;

## EDUCATION

University of Edinburgh, Edinburgh, UK — PhD English Literature, 2012-2019

University of Glasgow, Glasgow, UK - MPhil Scottish Literature, 2010-2012

University of Edinburgh, Edinburgh, UK - MA (Hons) English and Scottish Literature, 2006-2010

## EMPLOYMENT EXPERIENCE RELEVANT TO POST

**Leverhulme Postdoctoral Research Fellow, University of Saskatchewan; Saskatoon, SK — 2019-Present**

- Principal researcher and sole project leader on 'Digitising the Bannatyne MS (c. 1568)', reporting to Leverhulme stakeholders on a regular basis;
- Compassionate and supportive educator, teaching a variety of undergraduate and graduate courses with student satisfaction well above departmental averages in SLEQ feedback;
- Excellent record of departmental service, working on dissertation committees, departmental boards and university-led initiatives such as Positive Space training;
- Trained writing retreat facilitator, working at institutional and international level, via #remoteretreat
- Professional Affiliate of the College of Graduate and Postdoctoral Studies and Fellow of the Centre for Medieval and Renaissance Studies (CMRS);
- Enthusiastic ambassador for the digital humanities, Highly competent in TEI, XML and digital editing techniques;
- Partnered with the National Library of Scotland to produce the first Bannatyne-specific Wiki Edit-A-Thon in late 2020;
- Proven track record of internationally-recognised research at the highest level, with publications forthcoming with *The Chaucer Review* and Brill's *Later Medieval Europe* series.

**PhD Student & Teaching Assistant, University of Edinburgh; Edinburgh, UK — 2012-2019**

- Completed my doctoral thesis, the first comprehensive study of the fourth section of the 1568 Bannatyne Manuscript;
- Recipient of the Caroline Spurgeon Scholarship from the highly-competitive British Foundation for Women Graduates, and supported by the Scottish International Education Trust;
- Nominee for 'Best Student Who Teaches', 2015-16 on the Scottish Literature undergraduate course; worked with Widening Participation for local high schools and NLS outreach events.

#### **Course Administrator, Scotwork Ltd; Glasgow, UK — 2017-2019**

- Overhauled the administrative process to maximise computing systems and increase efficiency;
- Key point of contact for the board of directors, external company managers and course participants;
- Completed Advanced Negotiation Skills Course training in May 2017;
- Implemented a new Environmental Policy to improve company contribution to sustainability;
- Provided reliable in-house proofreading and editing as well as high-level responsive, pragmatic problem solving for course delivery.

#### **Junior Conservatoire Administrator, Royal Conservatoire of Scotland; Glasgow, UK — 2016**

- Spearheaded special projects such as the Traditional Music Graded Exams;
- Oversaw freelance tutors and examiners to deliver timely service and results;
- Facilitated payroll and expenses; raising contracts for staff; alongside customer-facing duties.

#### **Theatre Administrator/Sales Supervisor, Ambassador Theatre Group; Glasgow, UK — 2012-2016**

- Experienced in-house trainer, engaging with a dynamic customer service standards framework;
- Key role in venue administration; filing and curation of paperwork compliant with auditing;
- Managed box office team, providing coaching and support to provide excellent service;
- Provided human resources support: recruitment, accurate record taking, facilitating daily correspondence;
- Established customer service expertise, specifically complaints, public relations and customer satisfaction;
- Strategised inclusion and diversity practice as Access Champion for the Sales Department;

#### **PROFESSIONAL MEMBERSHIPS**

Professional Affiliate of the College of Graduate and Postdoctoral Studies, University of Saskatchewan.

#### **ADDITIONAL SKILLS**

**Academic:** Writing Retreat Facilitator Training [2020] — Graduate Professional Skills Certificate [2020] — Positive Space Trainer, University of Saskatchewan [2019]

**Managerial:** Advancing Negotiation Skills [2017] — Be A Star Train The Trainer [ATG 2015] — Be A Star Manager [ATG 2014]

**Digital:** Highly proficient TEI, XML, MS Office, Mac OS, Unix, Various LMS

**Other:** German, C1 — Mental Health First Aid Two-Day Course [2014] — Full, clean driving license [2005]



**References available on request**