

# Tracy C. Sutphin, M.A.

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Multi-lingual philologist and ESL professional with extensive global working experience, including academic research projects, coordinating university language departments and copy editing for the international scientific community. Exceptional online research and writing skills via web development for course content and freelance multimedia projects. Fluent in German and French, with exceptional intercultural communication skills.

## *Professional Experience*

**Freelance linguist  
and E-learning  
consultant,**

December 2013 –  
present  
Project-specific

Delivery of online and face-to-face ESL instruction for General English, Business English and English for Specific Purposes; conceptualization of e-learning platform, pedagogical development of materials, management of linguistic integrity, including grammar, syntax and cultural context. Copy editing and translation services for various companies and institutes worldwide. Launch and upkeep of web and social media presence for marketing purposes using Wordpress content management system.

**Senior Copy Editor,**

October 2012 –  
November 2014,  
Copernicus GmbH,  
Göttingen, Germany

Quality assurance of scientific and technical texts from the international academic community on topics ranging a broad spectrum such as natural hazards, ocean sciences, climate studies and social geography. Prepared texts for publication in terms of grammar and mechanics by working with in-house style guides. Spearheaded projects defining workflow management and research efficiency and overhauled lexicography of in-house editing software.

**Business English  
Coordinator,**

October  
2011 – October 2012,  
Georg August  
University,  
Göttingen, Germany

Organization of UniCert-accredited language courses at B2 – C1 levels, development of uniform course content for 700+ students per semester; exam design, administration and evaluation; individual student evaluations for course and grade transfers; coordination of contracted teachers and student workers. Uploaded course content and monitored online engagement via university internal online learning platform.

**English Program  
Coordinator,**

April  
2011 – April 2012,  
Justus Liebig  
University,  
Giessen, Germany

Organization, development and instruction of CEFR B1/B2 English-language course offerings, including EAP, ESP and IELTS exam program preparation courses; CEFR-coherent exam design, administration and evaluation; recruitment and management of contracted teachers; supervision of newly accredited UniCert Legal English program. Initiated creation of websites for classroom use to facilitate blended learning courses and organize large quantities of pre-seminar reading material.

**Adjunct English Instructor,**  
September 2003 –  
July 2010, Justus  
Liebig University,  
Giessen, Germany

Courses planned and instructed: Business English, Cultural Studies, Current Events, General Language Courses, Grammar I, Intercultural Communication, English for Presentations, Socializing and Small Talk, Translation I & II, Writing I. Aided with the development and proctoring of semester exams and course development.

### ***Education***

*Master of Arts*

Linguistics and Web Technologies  
This dual degree combined the classic aspects of language structure studies with the modern aspects of web design as a medium of delivery for research findings. Technological aspects included basic html and css, multimedia management and e-learning.

Thesis: *Verb Particle Constructions in lexifier and lexified: A comparative study of English and Jamaican Creole*. Philipps University, Marburg. June 2011.

*Bachelor of Arts*

French and German Language and Literature (dual degree)  
Randolph-Macon College, Virginia, USA. May 2003.

*Studies and Research Abroad*

*University of the West Indies*, Kingston, Jamaica. August 2010 – January 2011.

*Philipps University*, Marburg, Germany. August 2001 – August 2002.  
*La Sorbonne*, Paris, France. September – December 2000.

### ***Research***

***Postgraduate***

*University of the West Indies,*  
*August 2010 –*  
*January 2011,*  
*Kingston, Jamaica*

Junior Researchers Program: As a visiting scholar, conducted independent linguistic research for Master's thesis and contributed to ongoing cultural documentation and preservation projects. This included undertaking linguistic fieldwork in rural areas of eastern Jamaica with indigenous communities; gathering recording samples; transcribing and databasing interviews; digitally analyzing recordings with linguistic software, and writing up results.

*University of Giessen,*  
*January – October*  
*2006,*  
*Giessen, Germany*

“The Old Bailey Corpus: spoken English in the 18<sup>th</sup> and 19<sup>th</sup> centuries”:

Working with digitized Old Bailey court proceedings based on testimonies from working-class British English speakers, analyzed text for demographic information. Created a tagged corpus of socio-historical linguistic markers, such as gender, age and geographic location, for academic publication.

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## **Undergraduate**

*Randolph-Macon  
College,  
June – August 2001,  
Paris, France*

“The necessity of the French Revolution”: As a recipient of the Randolph Macon Summer Undergraduate Research Fund, spent over 12 weeks translating, analyzing and transcribing original 18<sup>th</sup> century documents covering political negotiations of pre-revolutionary Paris. Work was conducted with access to the *Bibliothèque Nationale* and the *Archives Nationales*.

## **Certifications and training**

*NILE Language  
Summer School  
16 – 31 July, 2010  
Norwich, England*

Two-week pedagogical development course focusing on for advanced materials development, key methodological issues in language teaching and classroom resources. Particular emphasis on visuals, creativity and improving communication skills.

*International Summer  
School on Language  
Documentation and  
Description  
04 – 15 July 2010,  
Leiden, Holland*

Two-week training from the consortium partners of Leiden University, SOAS and the University of Lyon. Areas of study included tonal languages, software for linguists, field phonetics, language variation and documentary fieldwork.

*Certificate in English  
Language Teaching to  
Adults (CELTA)  
March 2009,  
Paris, France*

An intensive teacher training course offered by the University of Cambridge that prepares participants in the areas of language awareness, lesson planning and classroom management. ‘Pass B’ (with distinction) from International House.

## **Key skills and strengths**

*Expert knowledge*

iOS/macOS, Across, SDLTrados, online research, Wordpress content management, visual web design, lesson planning and evaluation

*Working knowledge*

Adobe Acrobat, InDesign, Photoshop; iMovie; Microsoft Word

*Basic knowledge*

SEO, (X)HTML, CSS

*Strengths*

Deadline-oriented, ability to prioritize, flexible, well-organized, multi-tasker, creative, assertive, constructive, independent, pro-active, self-managing, resourceful