

PAULA DUNCAN

EDUCATIONAL HISTORY

The University of Victoria

Diploma in Public Relations | January 2018 - December 2020

Courses: Effective Communication Tools (in progress), Communication Planning, Community and Stakeholder Engagement, Ethics and Public Relations, Evolution of Public Relations, Public Relations Theory and Practice, Research and Evaluation, Social Media, and Writing for Public Relations, Case Studies (Sept. to Dec. 2020)

Queen's University

Postgraduate Certificate in Teaching English Language Learners | January - August 2020

Courses: English Language Learners Part 1, English Language Learners Part 2, English Language Learner Specialist, Teaching and Learning in an Intercultural Setting, Teaching Mathematics in BC Elementary Schools

Cardiff Metropolitan University

Postgraduate Certificate in Education | September 2014 - June 2015

Completion of postgraduate teacher training program with specialization in Key Stage 2 curriculum delivery.

The University of Victoria

BA English and Professional Writing | September 2009 - December 2013

Professional Writing courses: Computer Mediated Communication, Copy Editing, Print Media Genres, Report Writing for Business, Research for Professional Writers, Technical Writing, Writing Expository Prose, and Writing for Government and the Public Sector

PROFESSIONAL EXPERIENCE

Greater Victoria School District

Victoria, BC

Teacher Teaching on Call | April 2019 - Present

Employment and Social Development Canada

Victoria, BC

Program Services Officer | September 2018 - March 2019

Dr. Kearney Middle School

Fort St. John, BC

Grade 8 Teacher | October 2017 - June 2018

Staples Road Primary School

Loughton, UK

Year 3 Teacher | September 2016 - July 2017

Alderton Junior School

Loughton, UK

Year 5 Teacher | September 2015 - July 2016

SKILLS

Teaching, pedagogy, and curriculum design

- Organize my workload and meet deadlines in a school context, where I have competing interests and demands, including those of students, staff, and volunteers.
- Work independently and use sound judgment.
- Collaborate with stakeholders to create a culturally responsive and stimulating learning environment.
- Use principles of Universal Design for Learning and evidence-based strategies.
- Work with ELLs.
- Develop course syllabuses, learning materials, and assessment resources to ensure student success.
- Assess progress; use data to inform planning and teaching.
- Use software and web-based tools to create learning and teaching materials, including Google Apps, Canva, and MS Word and PowerPoint.

Writing and communications

- Write and edit backgrounders, blogs, briefing notes, brochures, fact sheets, FAQs, newsletters, media releases, memos, and reports.
- Copy editing skills to ensure correct and concise content.
- Prepare communications plans by developing objectives and strategies.
- Identify stakeholders and tactics for engagement.
- Use technology to support research, writing, and editing processes.
- Understand principles of readability, style, and layout; follow CP Style and in-house style guides.
- Identify objectives and develop key messages and keywords.
- Use content management systems/collaborative writing applications, such as WordPress, and social media platforms.
- Create keyword-targeted content, use hyperlinks, edit video and audio files.