

# Caroline Williams

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D.O.B.: Removed for web  
Nationality: British

## Employment history

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DEC 2009 – AUG 2011	<b>Research Centre For English and Applied Linguistics (RCEAL), University of Cambridge</b> Linux Technician
OCT 2009 – DEC 2010	<b>RCEAL, University of Cambridge</b> Corpus validator
SEPT – OCT 2009	<b>Cambridge University Press</b> Consultant: the CLAS corpus
AUG 2009	<b>Toshiba Research Europe Limited</b> Consultant: phonetician
JUL 2008 – JUN 2009	<b>Centre for Speech, Language, and the Brain, University of Cambridge</b> Research Assistant (CompLex: <i>Computational Natural Language Processing and the Neuro-Cognition of Language</i> )
OCT 2005 – SEPT 2006	<b>RCEAL</b> Technical Assistant ( <i>English Profile Project</i> )
JUL – SEPT 2005	<b>RCEAL, University of Cambridge</b> Research Assistant (Prosody: <i>Different phonological structures in prosody? - The effect of speaking rate and style in spoken French</i> )
SUMMERS 2002 – 2004	<b>Malcolm Dear Whitfield Evans</b> Assistant to solicitors in Litigation Dept

## Education

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2006–2008	PhD student (withdrawn), RCEAL, University of Cambridge
2001–2005	BA (Hons) Trinity College, University of Cambridge Part II Linguistics (First), Part I French and Spanish (2:1)
1990–2001	St Helen's School, Northwood 2001: A-level French, Maths, and Religious Studies (A); AS Spanish (A) 1998/1999: 11 GCSEs including Mathematics and English (7A*, 4A)

## Voluntary/community work

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JAN 2009 – JULY 2011	<b>Romsey Mill</b> Youth group volunteer
FEB 2008 – AUG 2011	<b>Cambridge Lindy Hoppers</b> Various roles, including teacher, treasurer, performer, and webmaster
2007	<b>CamLing</b> Organiser: Cambridge Postgraduate Conference in Linguistics
2005 – 2008	<b>Cambridge Institute For Language Research</b> Webmaster

## IT Skills

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WEB	HTML, XML (RELAX-NG/XML Schema), CSS, MySQL, PostgresQL
OPERATING SYSTEMS	Linux, Windows, Macintosh
SCRIPTING LANGUAGES	Python, Bash, PHP (basic)
SPEECH/CORPUS ANALYSIS	Praat, Xwaves, ELAN, Transcriber, EXMARaLDA

## Leadership/Project management experience

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COMPLEX	Produced project specification for development of a psycholinguistic corpus; designed transcription system according to specification; developed code (Python) to automate and validate transcription process; selected and transcribed optimum sample of data given time and budget constraints; trained colleagues in transcription process.
CAMLING	Managed Cambridge Postgraduate Conference in Linguistics in conjunction with the annual Computational Linguistics UK (CLUK) conference, attracting 125 attendees from across Europe. Negotiated with host organisation (CILR) and CLUK to obtain venue; attracted popular keynote speaker; recruited conference committee; identified and allocated sub-tasks; mapped and enforced planning schedule; coordinated on-the-day volunteers.

## Communication skills

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LINUX TECHNICIAN	Liaised with staff and students to resolve IT issues and to provide programming support; trained staff and students in use of corpus software and in various scripting languages; collaborated with off-site colleagues to develop English Profile data collection website; wrote literature reviews.
CAMBRIDGE UNIVERSITY PRESS	Negotiated with clients to establish project goals; reported available technical solutions to non-technical audience.
CAMBRIDGE LINDY HOPPERS	Collaborated with a range of different partners to teach classes of between 10 and 60 adults, ranging from absolute beginners to advanced; wrote monthly publicity newsletter and maintained web presence.
ENGLISH PROFILE	Wrote reference documentation for Cambridge Learner Corpus; presented experimental results to collaborators at internal meetings and to stakeholders at wider project seminars; liaised with commercial collaborators to arrange meetings and set research priorities.

## Interpersonal skills

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ROMSEY MILL	Co-ran two groups of girls aged 10-13 who are experiencing problems at home or at school. Lead group activities, listen to girls' problems, and encourage positive behaviour and constructive responses to interpersonal issues.
MALCOLM DEAR WHITFIELD EVANS	Handled queries and complaints from clients over the telephone; chased clients and the other side by telephone and in writing.

## Financial experience

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CAMBRIDGE LINDY HOPPERS	Controlled annual turnover of £20K; set budget for up to four quarterly events (up to £4K budget each); maintained cash float and manage door team for weekly events; approved capital expenditure and expenses; paid teachers, venues, and performers; invoiced contractors.
CAMLING	Secured £600 sponsorship to run postgraduate conference. Oversaw budget and made a £1000 profit.