

Elliot Woods

Southampton, UK

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After six rewarding years in the NHS, I transitioned into education administration before taking on a logistics role in my family's scaffolding business. These experiences strengthened my organisational, communication, and leadership skills while also reinforcing my passion for education and language learning. Having recently completed my Level 5 TEFL Qualification, I am eager to apply my skills in a teaching role where I can support learners in developing their English proficiency, whether in an online or classroom-based setting. To further enhance my teaching skills, I am also completing additional specialist training in Teaching English Online, Teaching Business English, and Teaching Young Learners.

Work Experience

Scaffolding Yard Manager

Vision Scaffolding Solutions

June 2024 - Present

- Manage logistics and stock control, ensuring smooth day-to-day operations.
- Manage inventory and supply chain processes to ensure efficiency
- Providing administrative and organisational support to company directors.
- Utilise problem-solving, leadership, and communication skills in a fast-paced and business-driven environment.

Education Administrator for Medical Students

Hampshire Hospitals NHS

Dec 2023 - June 2024

- Admin Lead for third- and final-year medical students, serving as their main point of contact.
- Designed and managed detailed student timetables, collaborating with medical teams.
- Organised and facilitated student induction days, ensuring a structured learning experience.
- Liaised with senior healthcare professionals to coordinate clinical placements.

Care Home Engagement Manager

Hampshire Hospitals NHS

Dec 2021 - Dec 2022 (secondment)

- Developed and implemented engagement strategies to improve service uptake.
- Created digital content, managed website updates, and supported service promotion.
- Collected and analysed data to track trends and inform strategic planning.
- Supervised and mentored junior staff.

Clinical Communication Centre Administrator

Hampshire Hospitals NHS

Apr 2020 - Nov 2023

- Provided frontline administrative support to healthcare professionals.
- Triaged and prioritised patient referrals.
- Maintained and analysed service databases, presenting findings to project teams

Communications Officer

Solent NHS Trust and Southampton Clinical Commissioning Group

Feb 2018 - Mar 2020

- Acted as the Comms Lead for Southampton City's health & social care partnership.
- Managed digital content creation and stakeholder communications.
- Led press and media relations, including writing press releases.
- Supported the Trust's digital strategy and marketing campaigns.

TEFL Qualifications

- **Level 5 in Teaching English as a Foreign Language** – The TEFL Academy (Jun 2024 - Jan 2025)
- **Specialist TEFL Courses:**
 - Teaching English Online & 1:1 (Jan 2025 - ongoing)
 - Teaching Business English (Jan 2025 - ongoing)
 - Teaching Young Learners (Jan 2025 - ongoing)

Additional Qualifications

- **Level 3 Apprenticeship in Digital Marketing** – Fareham College (2018 – 2019)
- **A-Levels in Criminology & Religious Studies** – Richard Taunton Sixth Form (2016 – 2017)
- **AS Level in Law** – Richard Taunton Sixth Form (2016)

Key Skills

- Understanding of lesson planning
- Digital literacy & LMS experience
- Student engagement & learner support
- Database & system administration
- Content creation & marketing
- Team leadership & mentoring