

Laura Aldington
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I'm a native English speaker from the UK with a Bachelor's degree in Anthropology and a Level 5 TEFL qualification. I'm currently seeking online English tutoring opportunities where I can help learners build confidence and improve their language skills.

EDUCATION

The TEFL Academy - Level 5 Diploma in Teaching English as a Foreign Language 168 hours (2022)

University of Bristol - Bachelor of Arts in Anthropology with First Class Honours (2017 – 2020)

Worcester Sixth Form College - A-level Sociology A*, Film Studies A*, Philosophy A (2015 - 2017)

Prince Henrys High School - 10 GCSE's including English Language and English Literature (2014)

PROFESSIONAL EXPERIENCE

Hospitality and Events Specialist, Stanley Park Pavilion, Vancouver, Canada. (November 2022 - Present)

- Delivered professional and friendly service at large-scale events including weddings, conferences, and corporate functions.
- Adapted quickly to fast-paced, high-pressure environments while maintaining excellent attention to detail.
- Communicated clearly and effectively with guests and team members from diverse backgrounds.
- Demonstrated strong interpersonal skills and the ability to work collaboratively.

Administrative Officer and Court Clerk, Bristol Civil and Family Justice Centre, U.K. (February 2021 - November 2022)

- Served as the first point of contact for a wide range of court users, providing clear and empathetic communication about complex procedures.
- Acted as a liaison between judges, legal professionals, and court teams, utilising excellent coordination and cross-cultural communication skills.
- Managed sensitive legal documentation with a high level of accuracy and confidentiality.
- Organised hearing schedules and maintained judicial diaries, ensuring smooth day-to-day operations.

Student Engagement and Admissions Support, University of Bristol, Bristol, UK. (March 2018 - February 2020)

- Communicated clearly with prospective students and families, explaining complex admissions processes in an accessible way.
- Provided personalised advice, fostering a supportive, empathetic environment for students.
- Assisted a diverse range of applicants, enhancing cultural awareness and interpersonal skills
- Managed inquiries via email and in person, demonstrating active listening and effective problem-solving.

VOLUNTEERING

Reading Tutor, Bookmark Reading Charity, UK. (2018 - 2022)

- Assisted children with reading and literacy development, providing one-on-one support both online and in person to improve confidence and reading skills
- Created a positive and engaging learning environment, adapting activities to meet individual learning needs

Homework Support Club Volunteer, Bredon Hill Middle School, UK. (2014 - 2017)

- Provided academic support to middle school students across various subjects, with a focus on improving literacy and written communication
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