

Anna Mullock

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LANGUAGES AND TEFL QUALIFICATIONS

TEFL: Level 5 certificate, awarded June 2025 by The TEFL Academy
Languages: English – native; French – advanced (B2 level DELF qualification taken 2018, mark 88.5%)

TEACHING EXPERIENCE

Tutor of English, part time Aug 2024–present

- Private one-to-one virtual tutoring of English literature, writing and analysis
- Helping students work towards individual goals, including school work, academic writing and career skills

The Coronavirus Tutoring Initiative, Tutor April–June 2020

- Volunteered to tutor two students in English Literature in response to closure of schools
- Researched engaging content according to the students' individual needs
- Delivered discursive lessons using the online platform Bramble

OTHER EMPLOYMENT

General Assistant Bookseller at Sokol Books Ltd Jan 2025–present

- Selling early printed books and manuscripts (mainly pre-1650) to academic institutions and private customers
- Managing own workload independently and proactively in a small team
- Building relationships with customers over email and in person, and ensuring excellent customer service
- Writing and distributing invoices, converting currencies where needed
- Organising the international shipment of rare books both to customers and from auction houses, including obtaining all necessary licences for exportation
- Selecting relevant lots and bidding at auctions online, including those conducted in different European languages
- Collating new acquisitions and researching library collations to ensure books are complete and accurately described according to bibliographic conventions
- Tracking and reporting on business accounts and VAT
- Maintaining e-commerce website and working towards SEO improvements
- Organising logistics and marketing material for exhibitions at antiquarian book fairs
- Ensuring accurate upkeep of business records
- Communicating effectively and consistently with colleagues to ensure tasks are completed to deadlines

Peak Time Bookseller at Waterstones (Trafalgar Square) Dec 2024

- Provided excellent customer service during the busy Christmas period
- Quickly learned to master till technology including processes for click and collect and delivery

- Recommended books to customers based on their interests and my knowledge of the book market
- Stayed calm and collected under pressure during busy peak times

Editorial Assistant at AM Digital

Dec 2023–Dec 2024

- Quality-checked digital content and catalogue metadata
- Created new cataloguing metadata for digital collections
- Researched and wrote editorial content to provide historical context for archival collections
- Uploaded and tested digital content
- Commissioned contextual essays and video content from academics
- Ran elements of digitisation process
- Visited archives in order to check and record condition and content of archival material

Research Analyst at Who's Who Legal, part of Law Business Research

Jul 2022–Nov 2023

- Conducted regular phone and in-person interviews with legal practitioners to discuss the legal market
- Acted as a point of contact for any question about the publication
- Coordinated within the research team to deliver multiple parallel-running publications to tight deadlines
- Oversaw the training of new starters within the team
- Communications and research for the Lexology Global Counsel Awards
- Wrote, edited, and uploaded content to the website
- Included working knowledge of Microsoft Word, Access, Excel and Outlook for editing copy and working with large data sets and mailouts

EDUCATION

University of Cambridge, Gonville and Caius College **MPhil in Medieval and Renaissance Literature**

2021–2022

- Primary research interest in the intersection of literary, musical, and book-historical study on early seventeenth-century literature
- Included research incorporating the use of xml to encode manuscripts for digital platforms

University of Oxford, Merton College, BA Hons English

2018–2021

- Postmaster at Merton from 2021 (scholarship for academic excellence)
- First class degree

The Perse Upper School, Cambridge

2013–2018

- A-levels: English A*, French A*, Mathematics A*, Further Mathematics AS level A
GCSEs: 10 A*; Freestanding Mathematical Qualification in Additional Maths A
- Awarded school prizes in final year for French, Maths, English, and Choral Singing

COMMUNITY ACTIVITIES AND SKILLS

Music: Freelance choral singing in London Church services (Sundays), and as a bursary scholar with the Ionian Singers. Choral scholar in Gonville and Caius College choir 2021–22, and Merton College Choir 2018–21, both singing evensong three times a week. Experience singing in concerts with the Suffolk Villages Festival (2019), the Wykeham Singers, and the choir of Pusey House.