

LAURA WEBB

47 Victoria Crescent, Upper Norwood, London, SE19 1AE

Telephone: 07930192408

LinkedIn: uk.linkedin.com/in/frankiwebb

Email: frankiwebb@live.com

Profile

An articulate and motivated individual with a passion for arts and history. An excellent communicator who enjoys working well others, but also likes to take the helms of responsibility. Capable of speaking three languages: Japanese and Spanish at conversational level and English at native level.

Key Skills

- Proof-reading
- Data analysis
- Proficient co-ordinator
- Social Media Manager
- Proficient writing skills
- Artefact handling
- Creative thinker
- Ability to establish industry connections.
- Problem Solving
- Public speaking
- Information Technology
 - Proficient user of Word, Access and Excel.
 - Advanced knowledge of HTML, PHP
 - User of PowerPoint and Adobe Photoshop
 - Regular use of the Internet and email for research purposes.

Career History

Atkins Global

London, UK

September 2018-present

Assistant Heritage Consultant

- Contributed and assisted with producing Environment Impact Assessments.
- Researched archaeological potential of proposed developments.
- Assisted with the creation of Detailed Desk-Based Assessments.
- Completed heritage assessments, and historic environment characterisation.
- Supported the procurement and management of archaeological contractors on behalf of our clients.

Crow Boot Productions*London, UK*March 2018 -present*Researcher/Archaeologist/Production Assistant*

- Provided technical archaeological support and participated in various research programs.
- Researched archaeological sites for documentaries.
- Prepared and submitted comprehensive research notes.
- Developed ideas for new historical programs.
- Coordinated with presenters and contributors and accessed filming location.
- Managed projects and ensured work according to deadlines.
- Assisted in developing story ideas and devised ways to present it.
- Designed briefs for new stories and assisted presenters on it.

Westminster Abbey*Westminster, London*June 2016- March 2018*Online Ticketing Administration*

- Answering phone calls for different departments.
- Franking and sorting the post.
- Answering ticketing inquiries over the phone and via email.
- Selling tickets to the blue badge guides.
- Taking and signing for deliveries.
- Welcoming people to our reception area.
- Counting money for the finance department.
- Making sure the online ticketing system does not have faults.
- Issuing fall backs, outdated tickets and refunds.
- Raising and progressing purchase orders.
- Carrying out large volumes of filing while retaining a good level of efficiency and accuracy.

Marshal Duties

- Opening the Abbey in time for the morning services.
- Assisting visitors with any questions they may have about the history of the Abbey.
- Moving the Abbey's many treasures in case of an emergency.
- Making sure that visitors are safe and secure within the Abbey's precincts.
- Showing and explaining the tombs, treasures and areas to visitors.
- Assisting foreign visitors in Spanish or Japanese.
- Ensuring that security procedures are in place.
- Making sure areas in the Abbey do not get overcrowded and blocked.

Clink Prison Museum*Southwark, London*June 2015- June 2016*Museum Assistant*

- Worked at the box office and gift shop.
- Taught visitors about the artefacts and history of the site.
- Catalogued artefacts on our database.
- Created interpretations for the artefacts in the exhibitions.
- Updated the social media profile with historical information regarding the area.
- Offered new information to visitors about the current exhibitions.
- Provided visitors extra information regarding the displays and artefacts.
- Opened and closed the museum, making sure all the security checks had been done.
- Answered phone calls regarding information on the museum.
- Kept the office area tided and maintained for efficiency and accuracy.

UCL Museums

Bloomsbury London

June 2015- June 2016

Visitor Finder Assistant

- Welcomed visitors to the Grant Museum of Zoology and Petrie Museum of Egyptology.
- Asked them their thoughts and opinions on the museum exhibitions
- Enquired about their personal opinions on the displays and how they can be improved.
- Offered new information about the current exhibitions.
- Provided visitors extra information regarding the displays and artefacts.

Black Knight Media

London, UK

August 2013-July 2015

Reporter

- Updated the websites everyday with three-six news stories regarding intellectual property.
- Updated the social media websites with stories relevant to our readers.
- Wrote three features a month for our printed magazines on intellectual property and finance.
- Interviewed key professionals in the industry such on the phone and in person.
- Attended conferences and building professional relationships with clients and people within the industry.
- Kept to strict deadlines fortnightly for stories and interviews.

Berlitz Japan

Tokyo, Japan

August 2010- July 2013

Business English Teacher/University Assistant

- Worked with other teachers to set goals, objectives and methods suitable for the students' needs.
- Encouraged students to express their opinions and views whilst using correct and simple English.
- Established effective classroom practices for a variety of ages, ranging from 1-70.
- Proof-read students' presentations, essays and reports for industry officials.
- Prepared group lessons with a variety of students, this focused on each student's weaknesses.
- Conducted up to 12 classes a day without assistance
- A confidante to university students who had problems with their essay or ability.
- Developed partnerships with the community and external organisations.
- Used a variety of resources and technology to enhance lessons.

- Taught Japanese history in English to Atom University students.

Education

2015-2017

University College London *London, UK*
 Archaeology MA (distinction)
 (Dissertation: Being Human: Animals as Symbols of Sins and Morality) A look at Westminster Abbey's Chapter House bestiary scenes, which served as a mnemonic system to instil morally right behaviour to the monks who viewed them).

2014 – 2015

University College London *London, UK*
 Archaeology Postgraduate Diploma

2009 – 2010

Kanda University of International Studies *Tokyo, Japan*
 Japanese Language and Culture/History Diploma (AAA)

2007-2010

Bath Spa University *Bath, Somerset*
 B.A (Hons) Creative Writing focus on Journalism (2:1)

2004-2006

The BRIT School of Performing Arts *Croydon, Surrey*
 National BTEC Diploma in Theatre (Triple Distinction)

1999-2004

Virgo Fidelis Convent School *Upper Norwood, London*
 Nine GCSE's Grades A-C

Interests

- Rock-climbing (hiking, bouldering, mountaineering)
- History/Archaeology/Art History
- Reading and Writing
- Travelling

References

Available on request