

# MARIA VALENTINA BUSTAMANTE CASTRO

English Teacher | Receptionist | Administration  
■ 0402 029 179 |  m.valentina.bc@gmail.com | Visa: Work and Holiday

## PROFESSIONAL SUMMARY

Qualified English Teacher with six years of experience in primary and secondary education, holding a Bachelor of English Studies and an International TESOL Certificate. Advanced English level (C1). Highly professional, adaptable, and experienced in both educational and administrative roles, including reception and customer service in mining environments.

## KEY SKILLS

- English Language Teaching (Primary & Secondary)
- Lesson Planning & Classroom Management
- Customer Service & Front Desk Reception
- Administration & Bookings Management
- Strong Communication & Teamwork
- Digital Tools: Google Classroom, Canva, Prezi

## WORK EXPERIENCE

### Receptionist / Administration – HAYS Recruitment | Mackay, QLD (2025)

- Managed check-in and check-out of mine site workers.
- Handled bookings and provided customer service to camp guests.

### English Teacher (Primary & Secondary) | Chile (2019–2024)

- Delivered English lessons from Kindergarten to Year 8.
- Planned and implemented engaging, student-centred lessons.
- Maintained communication with parents and school leadership.

## EDUCATION & CERTIFICATIONS

- International TESOL Certificate V7 – TESOL Australia (2025)
- Teaching Qualification – Universidad del Desarrollo (2019)
- Bachelor of English Studies – Pontificia Universidad Católica de Chile (2016)
- IELTS C1 – Cambridge Assessment English

## ADDITIONAL INFORMATION

Availability: Immediate | References available upon request