

## Curriculum Vitae

Endymion Beer  
M: 07846 752168  
H: 01271 345671

Email: endymionbeer@gmail.com

I am an outgoing, confident, conscientious professional, with a wide variety of skills and the ability to multi-task calmly under pressure. I have good problem solving and people management skills, and the ability to deliver excellent working performance either working alone or as part of a team. I am diplomatic, motivated, with a strong desire to succeed, well organised with excellent I.T skills and customer service skills. In my current position, I have been trained in Mindfulness, First Aid at Work, Fire Awareness and as a CITB CPCS Card validator. I am always happy to up-grade or to learn new skills where appropriate. My abilities are diverse and in my previous job I was able to cover for a number of colleagues during holiday or sickness absence when necessary.

### Education

**1985-1988** Park School, Park Lane, Barnstaple, Devon.

**1988-1990** Great Torrington Secondary School, Great Torrington, Devon.  
8 GCSE's including English and Maths

**1990-1992** North Devon College, Old Sticklepath Hill, Barnstaple, Devon.  
Art & Design A' Level  
Geography A' Level

**2006** European Computer Driving Licence (ECDL)

**2007-2009** The North Devon School of Art, (under the aegis of Plymouth University)  
Foundation Degree in Art (FdA) Specialising in Illustration

**2011** Cabin Crew Ticket Diploma studied online at [www.cabincrewticket.co.uk](http://www.cabincrewticket.co.uk)

**2014** Health and Safety Level 2 - *CPL Training Group*

**2015** Management Systems Awareness and Internal Auditor Training

**2016** CIPD Level 5 Intermediate Certificate in Human Resource Management

### Work History

1 **1990s** – Unemployed for a period after leaving college, then self-employed in green tourism.

2 **May 2004** - Founded a small business, Naturama, which I ran as a sole trader - see [www.naturama.co.uk](http://www.naturama.co.uk) for further information.

3 **May 2010-August 2011** - I worked 16 hours a week on a temporary basis, for the charity SPRA (Society for the Protection & Re-homing of Animals) as their Shop Manageress. I increased the takings by 40%.

4 **2011-2012** - I worked for Turquoise Marketing where I undertook market research telephone surveys and learnt about some aspects of the psychology behind sales and marketing. This was zero contract hours.

**5 March 2013-April 2019** - I was HR Assistant / Receptionist for Pearce Construction in a full-time capacity. Some of my duties included using sage to record training records and personnel details, Adobe InDesign and Photoshop for adverts and marketing. Some aspects of budget management using excel, various aspects of learning and development such as the organisation and booking of training, raising purchase orders using Navision, maintaining health and safety files and first aid. Sickness and absence and holiday records, updating company policies and various administrative duties were part of duties. Excellent diary management and the ability to build strong relationships with employees and colleagues have been key to the smooth running of my work. Under change management, I was made redundant 05/04/2019.

## Skills

- 1 Competent administrator and experienced Personal Assistant to a busy HR and Safety Manager.
- 2 Internal Auditor.
- 3 Good understanding of health and safety in the work place including CoSHH, Risk Assessments, Ergonomic reports / DSE assessments, compliance with legislation in the work place.
- 4 HR Professional - Associate Member of the Chartered Institute for Personnel Development (CIPD).
- 5 Use of plan copiers, office equipment, scanning - digital files and photography.
- 6 Design work - booklets, leaflets, posters, brochure sheets, bookmarks, nature trails, and interpretation boards.
- 7 Advert Design, PR/marketing.
- 8 Current clean driving licence & passport.
- 9 Excellent listener, people skills and problem solver, the ability to spot talent and encourage L&D within a company with an L&D culture or where appropriate.
- 10 The ability to mentor and previous experience as a mentee.
- 11 Published author and illustrator.

## Software knowledge

Strong I.T skills including proficient use of Microsoft Office including Word, Access, Excel and PowerPoint. Adobe Creative Suite 4 including, InDesign, Illustrator, and Photoshop (CS4) for marketing. Produced a short test piece animation using Adobe Photoshop Elements 6, I Photos and I Movie 6. (Mac) Keen to try Alias Sketchbook Pro. Navision for purchase orders. Sage for employee records.

## Publications

As part of my work under the aegis of Naturama, I have written for the following publications; Country Origins and Country Lovers Club, Wildlife & Countryside Magazine, The Best of British Magazine, The North Devon Gazette & Advertiser, Devon Today Magazine and Devon Life Magazine. Currently, I write and produce photographs for Dartmoor News and illustrate for Exmoor Magazine in my spare time.

Wrote and illustrated the following books;

**2004** *Down Ferny Lane*, reprinted 2005, revised for Kindle, Amazon in 2012.

**2006** *Bod the Beast of Bodmin Moor*

**2007** *A Celebration of Flora & Fauna of the Bible*

**2009** *Follies Fables & Fantasy*

*And various tourist field guides, jointly with my colleague, to help aid the identification of natural history species.*

## Hobbies

Nature watching and walking, cycling, dancing, swimming, reading, socialising, illustrating and writing, occasionally travelling, gardening and spending quiet time at home.