

Curriculum Vitae

Endymion Beer
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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, am well organised and have excellent I.T skills.

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) useful for efficient Administration

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

2015 Management Systems Awareness and Internal Auditor Training

2016 CIPD Level 5 Intermediate Certificate in Human Resource Management

Work Experience

1 Eighteen years running my own business - Naturama. Keeping an efficiently run office - proficient administrator - meeting clients, working to tight deadlines, producing manuscripts, documents, books, illustrations leading walks and giving talks on wildlife or art often as a green tourist guide across North Devon see www.naturama.co.uk for further information.

2 Twelve years managing a privately owned fourteen acre nature reserve. This involved woodland footpath management, bracken clearing, maintaining a butterfly meadow, tree planting, nest box erection and monitoring, species monitoring, clearing water courses and helping to build imitation otter holts and observation hides.

3 I was PA to Trevor Beer MBE, for many years on a freelance basis undertaking various administration duties, arranging meetings, managing a busy diary and assisting to meet tight deadlines.

4 I worked 16 hours a week for a short time for the charity SPRA (Society for the Protection & Re-homing of Animals) as their Shop Manageress in Bideford because I needed to boost my income to buy equipment. The job made an interesting change and I really enjoyed meeting people. I increased the takings by 40%. (24/05/10 – 20/08/11)

5 I worked for Turquoise Marketing where I undertook market research telephone surveys and learnt about some aspects of the psychology of sales. This was zero contract hours but at the time fitted in with my self-employment and I found it quite interesting.

6 Since 18/03/2013 I have worked as HR Assistant for Pearce Construction in a full-time capacity. As part of my work I use sage to record training records and personnel details, and Adobe InDesign for adverts and company brochure sheets. Some budget management using excel, booking training and raising purchase orders using Navision, various aspects of learning and development, maintaining health and safety files and first aid. Excellent diary management and the ability to build strong relationships with employees and colleagues have been key to the smooth running of my work.

Skills

- 1 Competent administrator and experienced Personal Assistant.to the HR Manager.
- 2 Internal Auditor
- 3 Experience on health and safety in the work place including CoSHH, Risk Assessments, Ergonomics reports etc.
- 4 Experience using plan copiers, office equipment, scanning and digital photography.
- 5 Writing articles, illustration, leaflet design, booklets, posters, bookmarks, nature trails, marketing material and interpretation boards
- 6 Advert Design, PR and good presentation skills.
- 7 Current clean driving licence & passport.
- 8 Excellent listener, people skills and problem solver, the ability to spot talent and encourage L&D (within a company with an L&D culture and where appropriate).
- 9 The ability to mentor having previous experience as a mentee.
- 10 Experienced 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). Produced a short test piece animation using Adobe Photoshop Elements 6, I Photos and I Movie 6. (Mac) Keen to try Alias Sketchbook Pro.

Publications

Over the years 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.
