

Rebecca Beattie

88 Hale Lane, London NW7 3RT.

Mobile: 07939 131 534 Email: rebecca.m.beattie@googlemail.com

Qualifications

Master Practitioner of NLP, Hypnosis, Creating Your Future Coaching Techniques and Time Line Therapy	The Performance Partnership, London.
NLP Coaching Skills	The Performance Partnership, London.
Practitioner of NLP, Hypnosis, and Time Line Therapy	The Performance Partnership, London.
NVQ Level 3 Management	Westminster College
Training the Trainer (Two courses - for IT Packages and other Skills)	Shelter and Happy Computers
BA (Hons) Humanities (English, Drama, Psychology) - 2:1	University of Leicester
A Level – (English, Religious Studies, History of Art)	St Dunstan’s Abbey School for Girls, Plymouth.
GCSE – (English Literature, English Language, French, Maths, Biology, Religious Studies, Art)	St Dunstan’s Abbey School for Girls, Plymouth.

Freelance Career Summary

My range of skills includes writing fiction and non-fiction, blogging, web content, editing, proof reading and writing features for in house newsletters.

2009	Freelance Editing Work	Currently working on two novels and previously worked on “Playtime” by Stephanie Fox;
2006 – Present	Second Novel Written	“Conversations With My Mother”
2005 - Present	Online Work	Copywriting, designing, editing, proofreading and creating five different web sites and three blogs
2003 - 2004	First Novel Written	“The Lychway”

1995 - 2001	Proof-Reading and Editing Film and Theatre Scripts, and writing pitches	Kalizma Films – for various Short Films and Feature Length scripts
1996 – 2003	Professional Actor	Various Roles in Film, Short Film and Theatre

Other Work Summary

2004 - Present	Senior Premises Coordinator	Westminster Drug Project Ltd
	<ul style="list-style-type: none"> • Locating and acquiring property in London and the South East. • Negotiating rents and terms and overseeing lease process and planning applications. • Liaising with contractors and Project Managing the renovation and set up process to make the buildings ready for services. • Overseeing and managing the move process for teams. • Managing and maintaining Insurances • Responsibility for Health and Safety and Fire Safety processes within the organisation. • Policy writing and implementation. 	
2001 - 2004	Systems Administrator	Westminster Drug Project Ltd
	<ul style="list-style-type: none"> • Trouble shooting problems and providing technical support to end users • Managing and Maintaining Microsoft Server Networks • Designing and delivering training packages in Microsoft packages • Policy writing and implementation • Website development 	
2000 – 2001	Project Administrator	Westminster Drug Project Ltd
	<ul style="list-style-type: none"> • General Administration • Administration of financial records • Collation and processing of client data statistics • Maintenance and upkeep of building, IT system, and phone system 	

- Health and Safety and Fire Safety records and risk assessments
- Reception Duties
- Organisation of Away Days and events
- Producing leaflets and information for clients and visitors

1997 – 2000	Administrator	Unbeadable Jewellery
1996 – 1997	Assistant Store Manager	Harvey Rothschild
1995 - 1996	Video Buyer and Retail Assistant	HMV Ltd

IT Skills

MS Office (2003 and 2007) – Word (advanced), Excel (advanced), PowerPoint (Intermediate), Outlook (Advanced), Publisher (Intermediate), Access (Basic)

Microsoft Server 2003

Microsoft Exchange Server 2003

Web Development software and CMS systems

Other Skills and Interests

In my spare time I co-run a small Soap Making company, I design and make Semi-precious crystal jewellery, paint, cook, do a range of different crafts, write a blog and read as much as I possibly can, both fiction and non-fiction. I also study a wide range of topics from herbalism to comparative world religions, traditional folklore and folk-beliefs. I also enjoy travelling and like to view life as an adventure!

References

Available on request