

Rebecca Louise Canham

01502 478842 beckycanham@mail.com www.beckycanham.com
7 East View, Hall Road, Wenhaston, Suffolk IP19 9EW

Personal Statement:

I have experience working with members of the public gained from working as a hotel receptionist for six years, and approximately 12+ years combined in public office environments. I developed many office skills including a good telephone manner and competency using a range of office equipment and computer programs. I am available for either part-time or full-time employment, and I have a full driving licence. I have created an online portfolio to showcase some of my more recent work produced, which can be viewed via www.beckycanham.com.

Key Skills:

- Polite and patient telephone manner; friendly personality
 - Experienced in producing desktop publishing and the creation of digitally designed images
 - Competent using php coding in websites; experienced using various content management systems
-

Career History:

13/02/2015 - present Self Employed F/T

Main duties include:

- Handling both online & telephone sales/payments for clients (ie. Woottens Plants)
- Admin, marketing and website services for clients (ie. Suffolk Coastal Cottages)
- Bespoke graphic design services and creation of online adverts to promote local businesses
- Set up www.southwoldtouristinformation.co.uk after the closure of the actual TIC in 2016

09/06/2014 - 29/04/2016 WDC Southwold Tourist Information Centre P/T Supervisor

Main duties included:

- Managing the office accounts; organising staff rotas; managing stock of leaflets and gift items.
- Responding to public enquiries; handling sales of gift items including using PDQ machine.
- Organising ticket sales for various events; booking accommodation and National Express.
- Acting as a local WDC office as required for local residents

I was officially made redundant when the TIC was closed by the district council at the end of April 2016.

10/03/2014 - 06/06/2014 Micropress Printers, Reydon F/T Office Assistant

Main duties included:

- General reception duties, archiving samples of work, helping in accounts dept.

I felt that this position was not right for me at the time and applied for a more public orientated position with Waveney District Council at the former Southwold Tourist Information Centre.

27/02/2006 - 27/10/2013 Blythweb Ltd, Wenhaston F/T IT Technical Assistant

I am familiar with using Windows 10, and am competent using various programs used for website management, desktop publishing, digital drawing, basic photo editing, and open office documents.

Main duties included:

- Handling both card and cash payments for sales of stock items and customer invoices.
- Producing various brochures, logos and advertising for use in print and online
- Updating aspects of various websites as and when required, and managing clients anti-virus.
- Creating graphics such as interactive local maps, adverts and favicons.
- Updating the company's social networking page
- Setting up 'Wenhaston Word', the monthly village newsletter (between April 2007 - April 2012)

The business was winding down and being handed over to a family member based in Scotland. As many aspects of the work I performed were no longer being offered as Blythweb services, I was offered redundancy.

11/06/2000 - 20/02/2006 The Blyth Hotel, Southwold F/T PA and Receptionist

- General reception duties including managing room and restaurant reservations via telephone; face to face with guests checking in and checking out.
- Bar work including ordering stock.
- Waiting on tables including setting up restaurant for evening or breakfast service as required.
- Handling cash and card payments including using PDQ machine; and performing a daily reconciliation of all takings.

The business closed under new ownership for a period of refurbishment. On my redundancy I was offered a position at Blythweb Ltd.

Voluntary Work:

- Fundraising for Cancer Research UK with a charity head shave in April 2018 raising £1,204.53
 - I was Booking Clerk for Wenhaston Village Hall between May 2007 - June 2011
 - I was involved for several years as a member of the Wenhaston Community Council (a voluntary body with charitable aims) until its closure in 2006
 - In 2005 I took part in a challenge abseiling down Southwold Lighthouse, with the Royal Marines, to raise funds for Seafarers UK
 - In 2000 I was involved in a 'Changing Rooms' style makeover at Wenhaston Primary School, turning a disused classroom into a new library
 - I designed a commemorative sign to mark the site of Wenhaston Railway Station; part of the Halesworth to Southwold Railway which once ran through Wenhaston
-

Education:

1990 - 1992 Lowestoft College BTEC National Diploma in General Art and Design

1987 - 1990 Bungay High School

GCSEs taken in 1990: Mathematics [C], English Language [C], English Literature [C], History [C], Biology [B], French [C], Art [D], Typewriting [C].

Personal Interests:

- I enjoy learning new art techniques and have taken evening classes in both ceramics and printing
- I enjoy creating 'constructive textiles' such as needle felting and papier mache
- I am a freelance illustrator with works published in two books
- I design postcards, stickers and notebooks as well as making various craft items, all of which I sell at local events
- Since April 2018 I run a small makers market in Southwold www.southwoldmakersmarket.co.uk
- I enjoy trading at small festivals with my partner in our VW Camper