

# Holly Beckett

RG5 3SJ, United Kingdom  
07935731359 • hollybeckett2312@icloud.com

## Personal statement

---

I am a hardworking, passionate individual who always gives 110% in what I do. I have experience in Recruitment, Customer Service, Administration and HR. I am looking for a full or part time role that will allow me to use my skills to the best of my ability and learn some new ones along the way. I am looking for a company that has a clear progression path and has courses for personal or professional development.

## Work Experience

---

### Looking for work, -

*09/2023 - Present*

#### Responsibilities & Achievements

I took a break after my 6 month contract as I couldn't send my daughter to a private nursery anymore but now she is in school I am ready to go back to full time work.

### Freelance Photographer, HollysVisionn

*04/2023 - Present*

#### Responsibilities & Achievements

I set up my own event photography business and specialise in music events. I have done many events and festivals since April, have a portfolio to hand.

### Hr Administrator, Brakes

*02/2022 - 08/2022*

#### Responsibilities & Achievements

I was apart of the kickstart scheme the government was running and I was here for a 6 month contract. In this time I was able to put my degree to use and learn a lot about employment laws and regulations.

I was setting up all new starters on the system, making passes for access, filing away all letters to do with disciplinary's, drug tests, P45, doctors notes etc.

I also helped in setting up for any event we may have at the depot, distributing any flyers with new company information as well as setting up an electronic filing system as they were still using paper and filing cabinets.

### Personal Break, -

*08/2018 - 01/2022*

#### Responsibilities & Achievements

I fell pregnant in 2018 so up until January I was looking after my young child, in this time I completed a Level 5 degree in Human Resources and People Management.

## **Trainee Recruitment Consultant, Venn Group**

*02/2017 - 08/2018*

### **Responsibilities & Achievements**

As a trainee recruitment consultant I was able to learn how to do cold calls as well as calls to existing clients enabling me to get jobs to fill. When said job was active I would then use job boards and the internal database to recruit for this role successfully.

I also did payroll, compliance checks and various other admin tasks to keep my desk flowing at a good work rate.