## **Richard J.W. Nowell**

📍 Bristol, UK | 📞 07426 930514 | 📧 richard.nowell@swisscows.email

### **Professional Summary**

I am looking for employment in administration, marketing and/or the IT industry including cyber security or programming work. Since 2022 I have been taking IT courses that have helped me upskill and gain qualifications in subjects that I am familiar with including cybersecurity, web development, IT fundamentals and customer service. Extensive self-employment has enabled me to work on my own initiative, be adaptable and personable and highly-motivated. To do jobs properly I have had to be enthusiastic, competent with finance and able to deliver a product in a timely manner. I have also gained a wide range of administrative skills, enabling an overview of the required demands and resources a job might require.

### **Core Competencies**

Cybersecurity & IT Fundamentals

* CompTIA IT Fundamentals+ (Jan 2025).
* Cyber Security Technician Level 3 (July 2024).

Web Development & Programming

* Diploma in Web Application Development Level 5 (Sept 2023).
* SEO Techniques, HTML5, CSS3, JavaScript ES6, Python3, SQL.

Software & Tools

* Microsoft 365, LibreOffice.
* GitHub, LinkedIn.

Customer Service & Communication

* City & Guilds in Customer Service (Level 1 Nov 2024).
* Strong interpersonal skills and client engagement experience.
* Currently studying digital marketing (level 2).

### **Employment Experience**

eBay Trader | 2024–Present

* Managed online listings, customer queries and order fulfillment.
* Applied SEO and digital marketing techniques to improve visibility.

* Currently working as a part-time volunteer for the Brandon Trust at their ebay shop in Bristol.

Self-Employed Woodworker | 2013–2024

* Specialized in house renovation and bespoke carpentry.
* Developed business acumen and client relationship skills.

English Language Teacher | 2007–2013

* Taught technical English to international professionals including air-traffic controllers.
* Designed curriculum and delivered tailored lessons.

Music Studio Designer & Producer | 1994–2007

* Designed and built recording studios.
* Produced and engineered music recordings.

### **Personal Qualities**

* Punctual, dependable and proactive.
* Willing to take on challenging or routine tasks and to go the extra mile.
* Strong team motivator and experienced with people management.
* Advocate for human-written content for clarity and user-friendliness.

### **Web CV and LinkedIn**

* Check out my 4-page online CV that I have built to find out more about me - well worth it!

https://richardjohnnowell.github.io/Resume/index.html

* LinkedIn

https://www.linkedin.com/in/richard-nowell-790569127

### **Interests**

* Playing piano and guitar.
* Astronomy.
* Conservation of the California Condor.