

# Craig Mackenzie

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## Certifications and Skills

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(CTRL + Click to view  
the certificates)

- [IBM Data Analysis](#)
- [Google Data Analytics](#)
- [Microsoft Excel for Business](#)

## Profile

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For the past 3 years I have been managing a small hotel in a stunning location on the west coast of Scotland. As this recent position was seasonal, it has allowed me time over the winter to do some travelling, while at the same time developing IT skills I have gained over the years as a hobby. I have completed several online courses in various areas, which you will see listed below, in hopes of moving away from the hospitality industry.

## Work Experience

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### Manager Glenelg Inn

March 2019 to January 2023

General management of a traditional Scottish Inn. Main duties involved managing staff, admin such as email correspondence, general running of the bar and restaurant, stock management, organising and planning events such as gigs, meetings, and weddings.

### Duty Manager Hootananny's

March 2018 to November 2018

Initially employed as general bar staff, I was offered the position of duty manager shortly after joining the team. My main responsibilities were overseeing a small team of 7 to 10 people, and the general running of a popular music venue consisting of bars on 3 floors.

### Food & Beverage Supervisor Jurys Inn

May 2016 to March 2018

Employed initially as general front of house staff, I was promoted to Front of House Supervisor, and trained as a receptionist after a few months employment, during which I was awarded employee of the month on 2 occasions.

### Customer Service Assistant / IT Assistant Simpson Oils LTD

March 2014 to April 2016

Part time position helping to set up a new retail business for a local oil provider, later being asked to help with various admin and IT tasks which included help setting up a new company website.