



Craig Stewart
Operations Assistant

A highly motivated, creative and determined individual whose thorough and skilled approach has yielded excellent results. Recent success includes an individual UK top 20 performance in a marketing brand campaign. Recent University graduate with professional experience in social media, marketing, operations, sales, journalism, and customer communication.

craigstewart1995@hotmail.com

(+44) 7979954553

3 Moir's Well, Dollar / Scotland



Skills

Passionate for innovative ideas, creative thinking and taking initiative. Broad knowledge and transferable skills across various disciplines. Strong organisational abilities and able to work in a high pressured, fast-paced environment.

- + Proficient writing skills
- + Excellent communication skills
- + Filming and editing experience
- + Website building and design
- + Marketing campaigns
- + SEO knowledge
- + Positive attitude

Experience

March 2018 - Present

Operations Assistant and Social Media Admin

Muckhart Golf Club, Clackmannanshire

Independently operating the golf club professional shop, dealing with customers face-to-face, via phone, email, and social media. Marketing and completing sales from golf rounds, golf products and membership.

- Organising the play of club members, visiting parties, and club competitions across three golf courses each day.
- Communicating with members, visitors, and large parties on course condition, club directives, competitions, and equipment.
- Operating club social media and tee-booking club management systems. Issuing club communications and running competitions.
- Promoting and selling membership and visitor deals, along with premium golf equipment and clothing in-store and online orders.

September 2017 - June 2018

Student Brand Ambassador (Amazon Prime)

Seed Marketing Agency, London

- Promoting Amazon Prime to University of Stirling students and staff, working with Brand Managers based in London.
- Achieved a UK top 20 performance on 'The Grand Tour' campaign from over 200 ambassadors from 100 universities.
- Successfully exceeded personal sign-up targets across 4 different campaigns, proficiently and consistently hitting deadlines set.
- Hosted and planned events, communicating in person and across social media to promote prime student membership sign-ups.

August 2018

News Services Team (Media Operations)

European Championships News Service (CNS), Glasgow

- Interviewed Track Cycling athletes, obtaining flash quotes from all track cycling events from dozens of European nationalities.
- Directly uploading flash quotes to the official European Championship website and CNS social media channels.

Education

2013 - 2020 | University of Stirling

BA (Hons) in Journalism Studies

2007 - 2013 | Alva Academy

Scottish Higher (SQC) Information

Sociology (B) English (B) Modern Studies (B) Product Design (B) Physical Education (B) Mathematics (C)

Hobbies

