

Myles Robertson

Business Management
Graduate

Contact Details

- Edinburgh, EH1 12NR
- 07598424900
- mylesdmr@gmail.com
- linkedin.com/in/MDMR

Skills

- Strategic Analysis
- MS Office & IT
- Communication
- Time Management
- Collaboration
- Multi-tasking
- Problem-Solving
- Adaptability
- Working Under Pressure

Certificates

- Academic Program for Entrepreneurship 2019 – Munich University of Applied Sciences
- Emergency First Aid
- Diplôme de Sabreur - Confrérie du Sabre d'Or
- Storage & Service of Habanos Cuban Cigars
- Food Safety Level 2
- HACCP Level 2
- Scottish Certificate for Personal License Holders

Final year Business Management student with a proven propensity for growth, leadership, and collaboration, demonstrated through various entrepreneurial activities and voluntary roles. Passionate about FinTech and business strategy. Seeking a role where I can learn whilst applying my skills to make a positive contribution.

Relevant Experience

- 2018-09 - **Junior Consultant** - *Bright Red Triangle, Edinburgh*
Current
- Passed competitive 4-week consultant training programme.
 - Collaborated on projects in the private & charity sector.
 - Applied business theory to solve problems.
 - Learned basics of website management & analytics.
 - Increased proficiency in time management, communication & consulting process.
- 2019-07 – **Brand Ambassador** – *Curve, London*
Current
- Communicated product value to entice future customers.
 - Used relationship network to meet personal objectives.
- 2018-11 – **Student Ambassador** – *Edinburgh Napier University*
Current
- Represented the university at various events.
 - Delivered presentations to prospective students.
 - Worked across teams to deliver event objectives.
 - Used previous experience to support management.
- 2018-01 - **Assistant General Manager** - *Wine Press, Dundee*
2018-05
- Efficiently managed a team of eight staff in busy wine bar. Supported staff development and service delivery. Supported general manager in operational management, menu development and marketing.

Other Experience

- 2018-06 - **Casual Bartender/Manager** - *Various, Edinburgh*
2020-05
- Delivered 5* hospitality experience across Scotland. Worked with high-end clients such as Harvey Nichols, R&A Golf Open & Ayrshire Races.

Voluntary & Extra-Curricular Activity

Edinburgh Napier University

- Academic Ambassador
- Business Management Course Representative
- Member of Quality & Standards Committee
- Member of Programme Approval Board
- Member of Student-Staff liaison Committee
- Direct Entrant Ambassador
- Enhancement-Led Institution Review Student Panel Member

Edinburgh Napier Student Association

- Founder & President – Enterprise & Technology Society
- Founder & President – Blockchain & Fintech Society
- Founder & Vice President – Chess Society
- Business School Societies Committee Member
- Student Association Societies Committee Member (ENSA 50)

Academic & employment references available upon request.

- 2017-02 - **Bar Manager** - *The Ivy Collection, Buckinghamshire*
2017-12 Delivered consistent weekly turnover above £25k. Trained, developed, and managed team of 12. Reduced holding stock by 37% to improve cash-flow. Improved attainment of team KPI's by 20%. Responsible for recruitment & selection, training, rota, health & safety, alcohol policy, stock management, adherence to company policy & performance monitoring.
- 2015-12 - **Bar Supervisor** - *Danesfield House Hotel & Spa, Marlow*
2017-03 Progressed from trainee to supervisor in 13 months. Efficiently managed luxury drinks service at 100+ functions. Developed strong relationships with key clients. Produced sales reports and designed staff incentives to increase profitability.
- 2014-03 - **Team Leader** - *Home Fundraising, Dundee*
2015-09 Managed and developed six door-to-door fundraisers. Consistently achieved sales targets regardless of external conditions. Developed skills in persuasion & negotiation. Maintained motivation & positive team culture.

Education

- 2018-09 - **Bachelor of Arts: Business Management with**
2020-10 **Entrepreneurship** - *Edinburgh Napier University*
Expected 1st Class Honours with Distinction. Studies Included: Entrepreneurial Consultancy, Intl. Business, Strategic Management, IT & Financial Services, Investment Portfolios, Starting & Growing a Business, Leadership in Change, Financial Markets, Sustainability in Business.
- 2012-08 - **Higher National Diploma: Business** – *Dundee &*
2015-06 *Angus College*
Grade B in Final Project. Studies Included: Business Law, Preparing Financial Forecasts, Accountancy, Managing People & Organisation, Behavioural Skills for Business, E-commerce,
- 2006-08 - **College & High School Education** – *Dundee &*
2012-06 *Angus College, Webster's High School*
Highers: Psychology (A), Sociology (A), English (B).
8 Standard Grades (General & Credit)