

Anna Scrimgeour

Personal Details

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Nationality: British DOB: 22 January 2001

About Me

I am a highly motivated, well-organised individual with a strong eye for detail and a capacity for learning quickly. With my willingness to work hard, pick up new skills and ambition to gain some valuable experience in the world of work.

Experience

June 2022 - Present - Mercure Hotel

Receptionist

- Providing care as the face of the hotel, understanding and fulfilling customer needs.
- Dealing with any situations professionally and compassionately to make the hotel experience the best it can be.
- Admin and office work including answering the phones and processing payments and banking.

May 2022 - Present - Rock and Art UK, Online Magazine

Journalist

- Search and discover recent singles and albums from up-and-coming artists.
- Write detailed reviews about the new singles and albums, promoting burgeoning musical talent.

April 2022 - Present - When The Horn Blows, Online Music Magazine

Music Review Writer

- Search and discover recent singles and albums from up-and-coming artists.
- Write detailed reviews about the new singles and albums, promoting burgeoning musical talent.

May 2020 - January 2022 - Turquoise Design, Graphic Design

Social Media Assistant

April 2020 - Present - Music Is To Blame, Online Music Magazine

Music Review Writer

- Search and discover recent singles and albums from up-and-coming artists.
- Write detailed reviews about the new singles and albums, promoting burgeoning musical talent.

September 2021 - January 2022 - Private Family, UK

Au Pair

March 2021 - Calverley Collection

Office Assistant

- Assisted with sorting and filling of gift packages for larger companies.

September 2017 - April 2018 - Kent College Pembury Prep School

Teaching Assistant

- Supported nursery school children (aged 4-5) in the development of their reading, writing and number skills.
- Provided entertainment and pastoral care for groups of children while the teacher attended students on an individual basis.
- Contributed to children's achievements by raising their confidence during class discussions, reading times and literacy writing.

June 2017 - Chilston Clinic

Trainee Receptionist

- Carried out administrative tasks as part of a small receptionist team.
- Tasks included organising the filing system, welcoming clients, scheduling, cancelling and taking payments for appointments and managing the clinic's stock room.

Education

July 2022 - Present - Point Blank Music School

Music Industry Course

September 2012 - July 2019 - Kent College Pembury

A-Levels: Film Studies & Photography

GCSEs: six pass grades

Achievements & Skills

- Adobe Design Suite – InDesign, Photoshop, Premiere Pro
- Microsoft Office Suite – Word, Excel, PowerPoint
- Trained in First Aid and Basic Life Support CPR
- DBS Checked
- Full UK Driving License