

Leanne Ennis

Telephone: 086 406 7221

Email address: leanneennis93@gmail.com

LinkedIn: <https://www.linkedin.com/in/leanneennis>

Work Experience

Collections Officer- Dun & Bradstreet (April-August 2016)

- Employed as a collections officer in a call centre environment in Melbourne, to assist in the successful recovery of outstanding debts.
- Exceptional communication skills were required to negotiate with debtors on behalf of a government client.
- Ability to handle sensitive financial situations and difficult personal circumstances whilst remaining focused on end objectives.
- Due to the confidential nature of the files, strong file management and administrative skills were vital.
- Innovative thinking, strong analytical skills and the ability to demonstrate initiative were of the utmost importance when dealing with difficult debtors

Headwaiter- Salaryman (December 2015-March 2016)

- Employed as a section waiter, displayed my hardworking ethos and after six weeks was promoted to headwaiter.
- The display of effective sales and persuasive skills were required to maximise customer spending.
- Entrusted with the completion of end of day procedures such as the daily cash reconciliation.
- Demonstrated the ability to work efficiently as part of a team in a pressurised environment.
- Ensured that a high level of customer service was maintained throughout the restaurant at all times.

Sales Assistant- Rathgar Pharmacy (September 2012-October 2015)

- Employed as a sales assistant in a part-time capacity whilst undertaking my full-time undergraduate degree. This position enabled me to develop important time management skills whilst balancing a heavy academic workload and a part-time job.
- Responsible for ensuring a high level of customer service when promoting and executing sales.
- Fully trained to use in-store sales, ordering and purchasing systems.
- Ability to interact with members of the public in a calm, patient and professional manner.

Event Coordinator- Limetree Advertising and Marketing (June-September 2015)

- Employed as an event coordinator and member of the Welcome Team at two four-day events. The team acted as the primary interface between the client and their guests.
- Greeted guests at the airport, worked on the welcome desk and solved any problems that guests encountered throughout the event.
- Responsible for the management of the transport of up to 200 people between venues across both Dublin and Cork.

Waitress- Spouting Rock Beach Association (S.R.B.A), Newport, Rhode Island, USA (May-August 2013)

Education:

2011-2015 Trinity College Dublin Bachelor of Arts in Molecular Medicine (II.I Honours)

- **Thesis:** The Role of Inhibitors of Apoptosis Proteins (IAPs) in Malignant Rhabdoid Tumours (I.I Honours)
- **Final year subjects:** Scientific research, molecular haematology, oncology & diagnostics, immunology, neuroscience and genomics.
- **Other subjects:** Data handling, ethics, quantitative problem solving and introduction to criminal law

2005-2011 Alexandra College, Dublin

- Leaving Certificate (achieved 530 points of a maximum 600 points)

Skills

- Strong analytical skills obtained through the research and processing of large amounts of scientific data whilst completing an 11-week lab based, thesis research project.
- Excellent written and oral skills developed through the writing and delivering of presentations throughout my studies.
- Strong project management and organisational skills acquired over both individual and group projects whilst undertaking my undergraduate studies.

Achievements

- Committee member of the Trinity Biochemical Society (2014-2015).
- Molecular Medicine class representative the Student's Union (2014-2015).
- Involved in a wide variety of societies in University, including: Trinity Tennis Club, Vincent De Paul, Trinity Yoga society and Trinity Food & Drink society.
- Volunteer at the Web Summit in Dublin (2014).
- Vice-head girl and prefect of Alexandra College (2010-2011).
- Member of Alexandra College's French Debating Team (2009-2011).
- Received gold medals in grade 6, 7, 9 & 10 drama exams and grade 4 & 5 public speaking exams with the Leinster School of Music and Drama (2005-2011).
- Runner up in the All Ireland Choir Competition as a member of Alexandra College's senior choir (2010).
- Fourth and fifth year class representative to Alexandra College's Student Council (2008-2010).
- Class captain Alexandra College (2008-2009).
- Volunteer with the Hope Foundation, fundraised & travelled to Calcutta (2010).
- Worked as an assistant tennis coach in Brookfield Tennis club (2008-2009).

Interests

Travelling and good food are the two greatest passions in life. I am very lucky to have had the opportunity to sample many different cuisines in a variety of countries. I am an avid baker and in 2013, I completed work experience in Nevin Maguire's restaurant. Keeping fit is very important to me, I am a keen tennis player, enjoy hiking and I am currently training for the Women's Mini Marathon.