

# Hannah Emes

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## Education:

**University of Exeter:** (September 2014- June 2017)

- BSc Conservation Biology and Ecology (2:1)
- Gathering field data whilst in Costa Rica and Iceland, to provide statistical evidence for the lecturer's research programmes.
- Received high grades within the presentation projects, with good feedback on presenting complicated information to large audiences.
- Processed statistical data using coding programmes such as R.

**Hitchin Girls' School:** (2007-2014)

- A levels: Geography (A), Biology (B), Chemistry (C) Art (B)
- 11 GCSE's grade A-A\*

## Work Experience:

**FULL-STACK WEB DEVELOPMENT COURSE at IT Career Switch:** (May 2022 - current)

- Online training in both front-end and back-end web development. Learning coding languages such as HTML, CSS, JavaScript, PHP & Python.
- Completing online exams and assessments to ensure in depth coding knowledge.
- Developing a personal portfolio website and projects - <https://hannahelizabethemes.co.uk/>

**MARKETING MANAGER at 42 Bedford Row Chambers:** (May 2021 – May 2022)

- Setting up the mailing list for Chambers, improving the communication of Chambers email campaigns.
- Vastly improving the attendance of both virtual and in-person events by over 50%.
- Increasing the barrister presence on Chambers UK & Legal 500.
- Improving the following on the Chambers social media platforms - Linked In & YouTube.
- Creating targeted email campaigns to update our mailing list with useful training, and articles covering the relevant areas of caselaw.
- Recording and editing Webinar videos to be added to our YouTube Channel.
- Designing visually pleasing programmes using Publisher and Photoshop.

**MARKETING AND EVENTS COORDINATOR at St John's Chambers:** (December 2019 – May 2021)

- Upkeep of the Chambers website and barristers' CV profiles, adding relevant news & articles to their pages. Improving the search engine optimisation of individual website pages.
- Creating enticing email campaigns for the St Johns Chamber's mailing list, advertising upcoming news and events (webinars/seminars).
- Organising webinars for solicitors, adapting to COVID-19 regulations to provide great events for those working from home. Networking with Solicitor Firms to generate feedback for future webinars.
- Producing captivating webinar/seminar programmes and flyers through Adobe Photoshop and Publisher programmes.
- Advertising events through the upkeep of their Twitter and Linked In social media platforms.
- Responsible for updating solicitor contacts, sorting through large amounts of internal data to make sure that the marketing contact details are tidy and up to date.

### **SENIOR CONTRACTS CONSULTANT at Resource Solutions Group: (October 2018-October 2019)**

- Responsible for training new members of staff within the contracts department and acting as a support system for any queries or problems they may have.
- Communicating ways of streamlining internal processes to ensure the most efficient ways of working.
- Producing large volumes of work within short time constraints.
- Daily communication with the legal department on any contract discrepancies and communicating these with the contractors.
- Keeping track of the status of all contracts, terminations and extensions by continually updating Microsoft Office Spreadsheets.
- Working with a high attention to detail to ensure that high volumes of contracts are produced accurately.
- Inputting data into the internal software system to ensure that contracts are produced to the highest possible accuracy.

### **SALES ADMINISTRATOR at DS Smith Sheetfeeding Blunham: (July 2017-September 2018)**

- Working as part of the administration team to ensure a high-level of accuracy in reviewing and processing orders.
- Daily communication with 50-100 customer accounts, by both phone and email, to act as the first point of contact for any customer inquiries.
- Supporting and working with Sales Managers to communicate price discrepancies.
- Liaising with other departments such as transport and production teams, to ensure that customer orders are delivered on time.
- Performing a wide range of tasks such as processing orders, communicating late lists and lead times, arranging the collection of pallets, answering customer questions via email and over the phone, setting up customer contacts and generating price quotations.
- Quickly learning two internal IT platforms to undertake all areas of the job efficiently.
- Updating quotations internally by confirming prices with the sales managers.

### **Volunteer Work:**

#### **STEWART at Latitude Music Festival: (July 2015)**

- Promoting an enthusiastic and friendly environment for the festival and its volunteers.
- Carrying out health and safety checks such as fire prevention procedures.
- Responsible for directing large crowds and keeping calm and professional in noisy environments.

#### **RESERVE VOLUNTEER at Hertfordshire Wildlife Trust: (July 2014)**

- Surveying an environment as part of a team, to collect valuable data for the RSPB and Wildlife Trusts.
- Upkeep of reserve areas, weeding, fence maintenance.

#### **FALCONRY VOLUNTEER at Bedford Falconry Centre: (July 2014)**

- Responsible for welfare of birds including feeding, weight checking, cleaning and upkeep of aviaries.
- Extensive cleaning of aviaries, walkways and posts.

#### **FLORIST at Ruby Tuesday's Florist: (June 2012)**

- Working behind the tills and serving customers, creating floral displays to sell and create an aesthetic atmosphere.
- Cleaning all areas of shop and store area.