**Jenna Maguire**

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**Education**

**St. Leo’s College, Carlow**

*Leaving Certificate, 2016*

* Points: 325

**University College Dublin**

*BA English Literature and Philosophy, 2016 – 2019*

* Overall GPA: 2:1

*Master of Common Law, 2019 – 2021*

* Semester 1 GPA: 2.1

**Work Experience**

**An Mála Mór, Donegal**

*Sales Representative, June 2015 – present (part-time)*

* Duties preformed include travelling for work, door-to-door sales, working as part of team, maintaining relationships with previous customers and establishing relationships with new customers, up-selling of products to customers, advising customers on the products, exceeding weekly targets, taking stock orders, completing stock checks, placing orders, handling of cash and completing bookkeeping of financial transactions.

**Internship**

**Palimpsests: The V International Flann O’Brien Conference, UCD**

*Intern, July 16th, 2019 – July 19th, 2019*

* Duties preformed include working at the registration desk, cash handling of payments, organizing conference schedule packs, ensuring the conference rooms were properly set-up for talks and directing attendees to the various conference rooms.

**Volunteer Work**

**Oxfam Ireland, Ringsend**

*Retail team member, August 2019 – present*

* Duties preformed include cash handling of payments, maintenance of shop floor, refreshing floor stock, accepting donations from the public, organizing donated goods into sellable and disposable, pricing donated goods and steaming donated clothes.

**University Involvement**

**UCD Student Legal Service**

*Student Legal Adviser, September 2019 – present*

* Responsible for providing informal legal information to fellow UCD students on issues ranging from consumer rights to employment rights.

**UCD Student Legal Convention**

*Head of College Liaison, September 2019 – February 2020*

* Responsible for contacting fellow universities and societies to promote the convention and gather attendance. The convention will be held on the 12th of February 2020.

**UCD Student Legal Publication**

*Sub-editor, November 2019 – present*

* I am currently the sub-editor for articles under the topic of “The Law and its Wider Implications”. The publication is scheduled for print in May this year.