**Jessica Alice Dunphy**

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**Education**

**University College Dublin- Business and Law**

 **2015-2019**

* Current Grade: 2.1
* Relevant Modules: Contract Law (A-), Property Law (B+), Company Law (B+), Matrimonial Law (B+) and Employment Law (B+).
* Current Modules include Law of Trusts, Family and Child Law and Human Resource Management.
* Study Abroad: Chosen to go to Tulsa, Oklahoma in the US for five months in third year. Involved in many activities including an externship, travel and ultimate frisbee.

**St. Angela’s Secondary School, Waterford** **2009-2015**

* CAO Points: 535, including an A2 in Accounting, Economics and French.
* Senior Prefect in 5th and 6th year.
* Ceannaire- guiding and helping first year students on their transition into secondary school.
* Gaisce President’s Award- bronze medal
* AIB Build a Bank Programme- Collaborated with Allied Irish Bank with four other students to form a school bank, of which I was the auditor.
* School show and Yearbook Committees in 6th year.

**Experience**

**KPMG Internship Corporate Tax Intern June- August 2018**

* Responsibilities including legal research, drafting emails, attending meetings and assisting with CT1 returns.
* Developed my organisational skills as I had to meet deadlines, verify financial statements and make regular phone calls to revenue.

**Public Defender’s Office, U.S Extern January- May 2018**

* While on my exchange, I completed an externship in the Public Defender’s Office.
* Exposed to the severity of the American Criminal Justice System.
* Assigned to work with an attorney where I attended court hearings, the local jail and carried out legal research.

**Town Shoes, Canada Sales Assistant May- August 2017**

* Enjoyed working internationally, as I really began to appreciate the importance of diversity.
* Learned to work in intense environments as it was a commission-based job where daily sales targets were a must.

**Phelan’s Shoes Sales Assistant March 2016- Sept 2017**

* Learned the importance of multi- tasking, being in university while also working every weekend.

**Edmund Rice Summer Camps Volunteer 2014**

* Volunteered to fundraise and hold a summer camp for children from disadvantaged areas.

**University Involvement**

**Committee- Student Legal Service Clinics Coordinator 2018-2019**

* One of fifteen students on the committee.
* Responsible for managing the advice clinics for the students, while also supervising the volunteers to help with those clinics. We have over 200 students in our society so there can be a lot to organise.
* Host clinics twice a week, giving the students an opportunity to come with any legal queries.
* Carry out research and provide information and advice which has greatly improved my legal research skills, as well as develop my confidence with the law.
* Manage the clinic’s email account.

**Skills for Working Life 2017**

* An 8-week programme run by the Career Development Centre in UCD.
* Sessions with businesses on topics to improve our skills for our future careers.

**Peer Mentor Sept 2016- May 2017**

* Advised and helped our first-year college students on their transition to college and more specifically their transition into Business and Law.

**Interests**

* *Dance*- I have danced in various genres including jazz, tap, ballet and musical theatre. Achieved a merit in Grade 5 ISTD dance awards and a merit in my bronze and silver medal from the Dance Examination Board.
* *Acting-* A member of Richie Hayes Stage School from 2009- 2016. I completed my Lamda Certificate in Performance, Grade 5 and 6.
* *Reading-* I have been an avid reader since I was young, with a particular interest in fiction.

**Additional Skills**

* **IT Skills**- ECDL certification (2013). Actively using Microsoft Office software throughout my time in University and have used other applications such as SAP in a limited capacity.
* **Communication Skills-** Engaged with various customers daily, assisting them with their purchases and dealing with their complaints while working in sales. I attended meetings with clients for high stake issues in the office, the jail and the court as an extern in the US.
* **Leadership-** Led a group of first years through their first few weeks of University as a Peer Mentor.
* **Teamwork-** Member of the Student Legal Service Committee. We are quite a small committee with only 15 members so we all work closely together to organise events, deal with problems and to get students to join our society.
* **Research Skills-** Researched on many tax related legal issues in KPMG, while researching many criminal issues on my externship in the States. Also researched a variety of issues spanning from criminal matters to tenancy issues as part of the UCD Student Legal Service.

**References-** Available on Request.