

Jessica Dunphy

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Education

FE1's- Law Society of Ireland

2019-2020

- Completed Criminal Law (59), Equity and Trusts (60) and Property law (61) in October 2019.
- Completed European Union Law (58), Contract Law (64) and Company Law (56) in March 2020 and Tort Law (55) in August 2020 due to Covid-19.
- Due to sit Constitutional Law in November 2020.

University College Dublin- Business and Law

2015-2019

- Degree Award: 2.1 (3.51 GPA).
- Relevant Modules: Administration of Trusts (A), Property Law II (A-), Company Law II (A-), Intellectual Property (B+) and Employment Law (B+).
- 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.

Final year GPA: 3.57	Penultimate Year GPA: 3.4
2 nd Year GPA: 3.35	1 st Year GPA: 3.43

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.
- Gaisce President's Award (bronze medal) and AIB Build a Bank Project.

Experience

Penneys, Waterford

Sales Assistant

November- January 2020

- Improved my communication and problem-solving skills working in sales during the Christmas period, a fast-paced environment.

AMOSS Solicitors

Intern

July 2019

- Intern in the Property Department with various responsibilities such as scheduling, drafting emails and letters, regular phone calls to the PRA and research. Enhanced my prioritisation skills.
- Presentation in front of Partners of the firm, improving my research and public speaking skills.

ByrneWallace

Intern

June 2019

- Intern in the Banking Department.
- Carried out legal research and assisted colleagues in tasks such as scheduling, sitting in on client calls and file management. Received essential hands on experience in a commercial law firm.

KPMG

Corporate Tax Intern

June- August 2018

- Duties including drafting emails, attending meetings and assisting with CT1 returns.
- Developed my organisational and time management skills as I had to meet deadlines, verify financial statements and make regular phone calls to Revenue.

Public Defender's Office, USA

Extern

January- May 2018

- While on my exchange, I completed an externship in the Public Defender's Office.

- Assigned to work with an attorney where I attended court hearings, the local jail and carried out legal research. Respect and understanding of the client were essential given the sensitive nature of cases.

Town Shoes- Vancouver, Canada Sales Assistant June- August 2017

- Learned to work in an intense environment as it was a commission-based job where daily sales targets were a must. Positivity and motivation were key to reach targets.

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 Camp Volunteer 2014

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

Achievements

Qualified TEFL (Teaching English as a Foreign Language) Teacher May- July 2020

- Completed the 120-hour online TEFL qualification course improving my interpersonal skills, learning the various ways to deal with all types of students.

Committee- Student Legal Service Clinics Coordinator 2018-2019

- One of fifteen students on the committee.
- Managed advice clinics twice a week, while also supervising the volunteers. With over 200 students in our society, attention to detail and enthusiasm were crucial.

Embark Co- Curricular Skills Award UCD 2019

- Received the Embark Award for my contribution to the UCD community through my volunteer work with the Student Legal Service.

Skills for Working Life 2017

- An 8-week programme involving sessions with various organisations to improve skills for future careers. This programme allowed me to become focused and driven towards my goals.

Peer Mentor 2016- May 2017

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

Additional Skills

- **Communication Skills-** Engaged with various customers daily, while working in sales. Attended meetings with clients for high stake issues as an extern in the US.
- **Leadership-** Led students through their first few weeks of University as a Peer Mentor.
- **Teamwork-** Member of the Student Legal Service Committee, working closely together to organise events, deal with problems and attract students to join our society.
- **Research Skills-** Carried out many research projects in all four of my internships and researched a variety of issues as part of the UCD Student Legal Service.
- **IT Skills-** Actively used Microsoft Office in University. ECDL certification (2013).

References- Available on Request.