

Áine Allen

aineallen1@gmail.com | 087 2936821 | The Lodge, Moynalty, Kells, County Meath.

EDUCATION

Law Society of Ireland

Passed 8 FE-1 exams 2020

University College Dublin

LL.M, International Commercial Law 1.1 2019

Professional Certificate in Compliance (Financial Services) 2018

Maynooth University

BCL, Bachelor of Civil Law and Arts Degree 2.1 2013

Academic Entrance Scholar

Eureka Secondary School, Kells, Co. Meath

Leaving Certificate – 515 Points 2010

PROFESSIONAL EXPERIENCE

Irish Medical Council Ireland, Dublin

June 2020 - present

Regulatory Case Officer, Regulatory Department

- Conduct regulatory investigations pursuant to the Medical Practitioners Act 2007 - manage a portfolio of over 30 complaints against doctors – prioritise tasks and work on multiple files daily.
- Draft case plans, investigation directions, case reports, meeting minutes and telephone attendances.
- Review documentation including medical records, HR records, Garda files, statements from third parties, expert reports, and coroner's reports.
- Communicate with complainants, doctors and third parties; identify and instruct medical experts.
- Orally present cases at the Preliminary Proceedings Committee's monthly meeting; present a summary of complaints, allegations, investigations and answer questions to allow the committee decide whether there is prima facie evidence to warrant referral to a fitness to practice inquiry.

Philip Lee, Dublin

Jun 2019 – Dec 2019

Legal Intern, Energy Team

- Conducted legal research on Irish and EU law; drafted legal research papers and practically applied and incorporated research into legal advice documents for clients.
- Monitored judgments, policy developments, new legislative and regulatory developments and trends at Irish, EU, and international levels; drafted memos and legal updates.
- Drafted correspondence to clients, meeting minutes and telephone attendances.
- Reviewed, drafted, and edited commercial contracts and drafted contract summaries.
- Coordinated a large-scale multidisciplinary due diligence process on the financing of a multi-million euro energy project for a corporate banking client; managed data room, updated due diligence questionnaire and excel spreadsheets, reviewed agreements; liaised with six other departments to complete the transaction.

Davy, Dublin

Jul 2017 - Aug 2018

Legal Professional, Legal Team, Davy Private Clients

Worked directly alongside the Director of Legal on a wide range of legal and regulatory matters.

- Conducted investigations and drafted detailed written responses to client complaints by collating and reviewing records; analysing complex financial data; meeting with staff including financial advisors, tax advisors, financial planning and investment specialists; presented a proposed resolution to management.
- Identified areas of legal/litigation risk and drafted new procedures to minimise the firm's litigation risk.
- Drafted briefing papers and instructions to external experts, solicitors and counsel in relation to litigation.
- Produced regular management information on the status of litigation/complaints for reporting to senior management, auditors, and the Central Bank of Ireland.

- Legal research - conducted legal research on a diverse range of matters including data protection and privacy, financial regulation, powers of attorney, capacity law and trusts; provided internal updates and presentations on relevant legal developments.
- Data Protection and Privacy - managed and responded to data subject access requests within the required timeframe under legislation; responded to internal queries in respect of data protection matters.
- Provided guidance and support on general legal issues including: liens/letters of pledge/charges over client portfolios, pension/ property adjustment orders, powers of attorney/enduring powers of attorney and trusts.

Davy, Dublin

Oct 2014 - Jul 2017

Probate Associate, Probate Team, Davy Private Clients

- Prepared probate valuations of investments for probate and tax purposes accurately and timely, ensured all holdings were investigated and priced correctly; dealt with high value multi-million euro portfolios.
- Conducted historic research and calculations in relation to corporate actions e.g. mergers and acquisitions, stock splits, dividends, rights issues, and spin-offs in relation to shares.
- Managed and arranged the distribution of shares, funds, bonds and other investments on behalf of deceased estates through sale or transfer to beneficiaries following issuance of the grant of representation.
- Drafted correspondence and communicated with multiple solicitors and executors daily via email and phone.

Bank of Ireland, Drogheda

Mar 2014 - Sept 2014

Bank Assistant

- Processed payments, foreign exchange transactions, bank drafts and other banking transactions.
- Resolved all client queries efficiently and in a timely manner; dealt with approximately 30 clients daily.
- Identified new business opportunities and advised clients of relevant banking products and services.

Department of Employment Affairs & Social Protection, Dublin

Nov 2013 - Mar 2014

Clerical Officer

- Completed registration for the Public Service Card by way of interview, reviewing identity documents and updating details on databases; communicated daily with approx. 25 people from a variety of backgrounds.

Registry of Deeds and Land Registry, Dublin

July 2012

Legal Researcher, Research Project

- Conducted research at the Registry of Deeds and Land Registry relating to registration details of properties.
- Collated and reviewed documents and folios - summarised and presented findings.

Martina Sheridan & Co. Solicitors, Navan

May 2011 – Sep 2011

Legal Intern, General Practice

- Prepared briefs for counsel, trial booklets and filed court documents.
- Assisted solicitor with research and conveyancing, probate, litigation, personal injuries, and family law matters.

INTERESTS AND ACHIEVEMENTS

- Associate Diplomas - Teacher and Performer in Irish Harp (ARIAM), Royal Irish Academy of Music (2014).
- Member Meath Harp Ensemble (2010 – present).
- Member of Comhaltas Ceoltóirí Éireann, National Traditional Irish Music Society (2005 – present).
- Perform music on a voluntary basis for community, charity events and fundraisers.

SKILLS

- IT - excellent working knowledge of Microsoft Office Package and document management systems.
 - Legal research – experienced in using legal databases to conduct Irish and EU legal research.
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REFERENCES – available on request.