

HAYLEY DOWLING

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An ambitious, enthusiastic and innovative BCL and LLM graduate currently working as a Judicial Assistant to the Supreme Court of Ireland. Seeking a position within a dynamic, internationally focused organisation which will offer early responsibility as well as the opportunity to further develop practical legal skills.

EXPERIENCE:

SEPTEMBER 2019 – PRESENT

JUDICIAL ASSISTANT TO MS. JUSTICE ISEULT O'MALLEY, SUPREME COURT OF IRELAND

- Conducting detailed legal research and document proof reading as required.
- Preparing detailed pre-hearing memoranda summarising factual context, legal issues and Submissions.
- Assisting in the drafting of judgments and determinations of Applications for Leave.
- Assisting with the management of the Judge's official documentation required for Court, accompanying the Judge to court and taking detailed notes of proceedings.

JANUARY 2019 – SEPTEMBER 2019

LEGAL INTERN, INDEPENDENT LAW CENTRE - IRISH REFUGEE COUNCIL

- Assisted in the provision of information and support to asylum seekers and refugees on a range of legal issues.
- Attended client interviews at the International Protection Office.
- Attended client appeals at the International Protection Appeals Tribunal.
- Completed and maintained manual case files and digital case management.
- Conducted detailed country of origin information research.
- Made detailed legal submissions to the International Protection Office and International Protection Appeals Tribunal on client's behalf.

JULY 2017

TEMPORARY LEGAL EXECUTIVE, MOLONEY & CO. SOLICITORS

- Undertook a month long temporary work placement at a law firm specialising in personal injuries, medical negligence and employment matters.
- Efficiently processed email, phone and personal enquiries from clients regarding new and ongoing cases.

- Drafted and amended legal documentation including Personal Injuries Summons, Affidavits and contracts of employment under the direction of two Solicitors.
- Effectively liaised with other Solicitors, Counsel, the Personal Injuries Board, Banks and other corporations regarding ongoing cases, ensuring a high degree of discretion throughout.

APRIL 2016 – OCTOBER 2016

LEGAL INTERN, JAMES D. AITKEN & CO. SOLICITORS

- Worked as a legal intern in a busy local practice specialising in conveyancing, wills and probate and personal injuries under the direction of two solicitors.
- Regularly liaised with clients both personally and by email and telephone regarding new and ongoing cases.
- Produced letters and kept detailed attendances of all client meetings.
- Drafted various legal documents including contracts for sale and commercial and residential leases.

JANUARY 2019

LEGAL INTERN, SMBC AVIATION CAPITAL LTD.

- Worked alongside the Commercial Negotiations Team responsible for transaction structuring and project management.
- Facilitated weekly meetings and conference calls.
- Participated in carrying out a legal cost benefit analysis with a view to reducing team spending on outsourcing of legal drafting.
- Assisted in carrying out a sales and costs analysis of deals closed at the end of the financial year.
- Completed due diligence and document review for the proposed obtaining of unsecured notes by a subsidiary of SMBC.
- Attended commercial and transaction committees relating to the negotiation of deal terms and amended legal documents relating to these committees.

JULY 2014 – SEPTEMBER 2014

ONSITE TECHNICAL REPRESENTATIVE, EIRTECH AVIATION LTD.

- Worked as part of an onsite team in Madrid, Spain, producing the historic maintenance records for two aircraft on lease return from Iberia.
- Prepared complete Air-worthiness Directive and Service Bulletin files for aircraft.
- Produced Damage Repair Mapping documentation for aircraft.
- Assisted in facilitating weekly onsite conference call meetings and liaised with Iberia maintenance staff regarding ongoing project management.
- Assisted in carrying out technical examinations of both aircraft to ensure compliance with the lease return provisions.
- Assisted in answering requests from next operator and facilitated conference calls between all parties.

EDUCATION:

2018-2019

LLM-MASTERS OF HUMAN RIGHTS LAW, UNIVERSITY COLLEGE DUBLIN

GPA 3.73 (First class honours)

2014-2018

BCL-BACHELOR OF CIVIL LAW, UNIVERSITY COLLEGE DUBLIN

GPA 3.51 (Upper second class honours)

- Excellent ability to interpret and explain complex information as well as exceptional reasoning and critical judgement skills.
- Strong communication skills developed through the giving of in-class presentations and participation in voluntary legal clinics.
- Exemplary research skills using a variety of techniques and sources having completed a variety of legal assignments over the course of undergraduate and postgraduate studies.
- Sophisticated legal writing skills having undertaken both undergraduate and graduate dissertations of 7,000 and 15,000 words respectively.

ADDITIONAL SKILLS:

- **IT skills** - Proficient in the use of Microsoft Word and Excel, Westlaw, Heinonline, LexisNexis and other legal research databases.
- **Organisational skills** - Experienced in time management and prioritising tasks to complete projects and meet deadlines.
- **Interpersonal skills** - Ability to work both independently and as part of a team work. Strong leadership skills developed through part-time work and group work at university.

ACTIVITIES AND ACHIEVEMENTS:

- Former Committee Member at Please Talk UCD, a student run mental health society seeking to promote mental health awareness on campus.
- Completed a graduate dissertation in the area of immigration law: 'Direct Provision and the Right to Private and Family Life: Formulating a Rights-Orientated Reception System for Individuals Seeking International Protection in Ireland' and obtained an A grade for same.
- Completed an undergraduate dissertation in the area of intellectual property: 'Copyright Enforcement in the Digital Age: Fundamental Rights considerations in the implementation of Graduated Response Systems' and obtained an A grade for same.
- Volunteered at the Student Legal Service, providing legal information to fellow students across a broad range of issues.

- Chosen to attend a legal corporate and commercial study visit to London in March 2016 and awarded a Certificate in Work Related Learning from UCD Career Development Centre having successfully completed the trip and related activities.
- Placed 3rd in the Bank Of Ireland Legal Writing Competition, chosen by Ms. Justice Aileen Donnelly.
- Completed a number of charity races including the VHI Women's Mini Marathon in June 2015, 2016 and 2017.
- Chosen to participate in a Spanish Cultural Exchange Program - spent three weeks in Nerja, Spain studying Spanish language and culture.
- Directed and produced a documentary which reached the All Ireland Fresh Film Festival final and received a highly commended award. This documentary was subsequently shown at an international film festival in Croatia.
- Part of a team which placed second in the All Ireland Mock Trials Competition Final.