

HELEN ARUNDEL

CONTACT

 0896164836

 helenarundeltc23@gmail.com

 85 Swiss Gardens, Dublin 9

EDUCATION

Dublin City University (DCU)

2014 - 2017

Bachelors of Civil Law (BCL) - 2.1

University of Groningen

2017 - 2019

Master of Laws in Public
International Law, International
Human Rights Law (LLM) - 2.1

ACHIEVEMENTS

- Winner of the Rotary Youth Leadership Competition 2013.
- Represented Ireland in the European Parliament for Euroscola 2013
- Winner of Bray Lions Club Debate Team 2014
- Student Union Class Representative for Bachelor of Civil Law (BCL) 2014
- 1st Year Representative and Member of DCU Law Society 2014-2017
- Volunteered with the DCU FLAC Society 2014-2017

PROFILE

I am an experienced legal professional with over four years in large corporate law firms, including the Aviation Finance team at A&L Goodbody, the Finance and Capital Markets team at Walkers Global, and the Litigation department at A&L Goodbody. Currently, I am a Contracts Manager at CALC, one of the world's biggest aviation lessors. I have successfully completed all 8 FE1 exams.

WORK EXPERIENCE

CONTRACTS MANAGER

CALC Group

July 2024 - Present

- Managing Contract compliance, Conditions Precedent (CPs) and Conditions Subsequent (CSs) and ensure the delivery of the aircraft takes place in compliance with the transaction documents
- Drafting documentation (eg. NDA, service agreements to aircraft SPA, engine assignments etc)
- Ensuring complete execution of LOI/lease agreements/amendment agreements etc

PARALEGAL

A&L Goodbody

October 2022 - July 2024

- Drafting, reviewing agreements for aircraft sale and purchase, leasing, and financing transactions
- Drafting corporate authorisations and other documents relevant to transactions
- Assisting in the coordination of large, multi-jurisdictional transactions across international markets, particularly working with and managing local counsel
- Post completion matters and liaising directly with clients
- Managing multiple priorities and ensuring deadlines are consistently met

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EXTRA-CURRICULARS

- Member of PropelHer – a woman's leadership group for Aircraft Leasing Professionals
- Senior Leader in Celtic Youth Bray and Hi-Rez Youth Centre
- Junior Achievement Programme 2023
- Pro Bono work with Focus Ireland in Housing cases and Irish Refugee Council in asylum applications
- Volunteering for the Flash Mentoring programme that work with schools in north inner-city Dublin
- Active member of the CSR committee

SKILLS

- Attention to detail
- Excellent communication and interpersonal skills
- Time management
- Commercial awareness
- Research and analytical skills
- Strong analytical and problem-solving skills
- Ability to work under pressure and meet deadlines

WORK EXPERIENCE CONTINUED

LEGAL ANALYST

Walkers Global

March 2021 - September 2022

- Assisting drafting/reviewing of loan documents, loan agreements, security documents and various other transaction documents
- Drafting corporate authorisations and other documents relevant to transactions
- Assisting fee earners in advising clients on the full range of finance and debt capital markets transactions in addition to advising on more general banking and finance matters

LEGAL REVIEW ANALYST

A&L Goodbody LLP

March 2020 - March 2021

- E-Discovery and regulatory investigation document review and analysis
- Preparing briefs and court papers
- Liaising with Data Project Management, technical support team and various internal departments to report project progress and issues
- Attending internal and client meetings to take and distribute minutes
- Reading in, researching and gaining a good understanding of complex cases and investigations under strict time constraints
- Proficient use of Relativity One platform
- Proficient use of 'Bundledocs' software

REFERENCES

References available upon request