

# Hilary Heelan

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## EXPERIENCE

### Funds Paralegal

Maples and Calder  
July 2017-Present

- I work closely with the lawyers on the funds team on establishing Irish domiciled investment vehicles, both UCITS and QIAIFs. I am responsible for updating investment funds documentation, filing fund updates with the Central Bank of Ireland, execution and filing of contractual agreements and preparation of board meetings.
- Requires liaising with clients and the Central Bank on a daily basis in order to achieve project deadlines.

### Legal Executive

Ivor Fitzpatrick & Co.  
Solicitors  
March 2017-July 2017

- I represented Bank of Ireland and my main role was liaising with my client and the defendants to negotiate a settlement for unsecured debt. If this was not achievable I would register a judgment mortgage in order to secure my clients interests, this included drafting all of the required court documents.
- I was the primary fee earner on approximately 1500 files. By taking responsibility for my own files I was able to double the settlement figures received month on month which brought Ivor Fitzpatrick to the top of the BOI league table of our competitors. This in turn allowed Ivor Fitzpatrick to secure a greater number of cases.

### Client Portfolio Executive

KNOW Finance Limited  
March 2016-March 2017

- Provide research and administration support in the delivery of financial advice in relation to pension, investment, protection and mortgage products.
- Liaise with clients and providers on a day to day basis.
- Gather client information and process requests for both new and existing business while managing and updating client records on the CRM system.
- Engage with clients on a monthly basis regarding an analysis of their investment portfolio.
- Produce client reports analysing individual needs along with key compliance documentation, particularly Letters of Suitability.
- Oversight of all compliance related matters including adherence to all CBI processes (KYC/CPC etc.) as well as the management of all business-related reporting and compliance requirements.

### Paralegal

McDermott, Creed &  
Martyn Solicitors  
January 2016-March 2016

- Conducted a wide variety of legal research, particularly in the area of medical and property law, and presented it to the firms partners.
- Prepared books of proceedings for trials.
- Collaborated on licensing applications.
- Took minutes at meetings.
- Maintained case files both physically and on the firm's filing systems.

### Credit Analyst

AIB Financial Services  
Group  
July 2014-January 2016

- SME account management of an arrears lending portfolio, involved engaging with customers to manage arrears and potential arrears and put in place viable resolutions to their financial difficulties, such as restructuring the debt or through the realisation of security.
- Calculated the vale of security held for impaired loans and liaised on behalf of the department's SME team with the bank's litigation management team in preparation for the realisation of that security.
- Required an in-depth knowledge of local market forces & industry trends when negotiating with customers.
- Identified a systematic overcharging of a financial product which resulted in taking a leading role in the ensuing project to repair the error & pay restitution to those affected.
- Mentoring & training of new staff.

### Assistant Project Manager in Events & Campaigns

Irish Congress of Trade  
Unions  
July 2013-September 2013

- Organised two presidential events; President Higgins' Garden Party & a State Commemoration.
- Took the initiative to have many of the 1913 Lockout campaign paraphernalia & commemorative awards redesigned & manufactured to match a higher standard. As a consequence I was given the lead in all design aspects of the campaign.
- Responsible for content management for the campaign website.
- Systematised a number of databases that Congress now relies upon.

## **Legal Internship**

Irish Congress Of Trade Unions

June 2013-June 2013

- Produced numerous advisory reports for Congress members, the most significant report identified the collective-action procedure for trade union members, principally regarding the current calls for Israeli boycott.
- Report research required conducting interviews & forging business relationships with senior officials of other organisations.
- Assuming leadership responsibilities was essential from the outset, as my supervisor was working overseas for the duration of the programme & relied on me to represent her by proxy.

## **Waitress**

Davis's Restaurant

June 2012-April 2013

- Working well within a team was imperative to success in a restaurant that would regularly serve several hundred people per day.
- Responsibilities included balancing the till at the end of the night.

## **Sales & Marketing Field Representative**

Flawless Marketing

June 2011-August 2011

- Trained in direct sales & sales systems & achieved substantial experience in delivering oral presentations, fostering my sales & client management skills.
- My personal impact on the company included increasing sales, boosting recruitment & developing sales strategies.
- Commission-based role which necessitated a personal drive to excel & also educated me in setting & surpassing daily & weekly targets.

## **Legal Intern**

McDermott, Creed & Martyn Solicitors

June 2011

- Performed substantive legal work, conducted research & provided support to the firms partners.

## **EDUCATION**

### **University College Dublin**

2010-2014

Bachelor of Civil Law (BCL), GPA 2:1

### **Yeats College Galway**

2008-2010

Leaving Certificate, 500 Points

## **ACHIEVEMENTS**

### **Further Education**

- Professional Diploma in Financial Advice, LIA, 2017.
- Qualified Financial Advisor
- Certificate in Global Issues, Suas Education Development, 2011. Syllabus covered political, social, cultural, economic & environmental topics.

### **Mooting**

- Represented UCD at the McCann Fitzgerald The Advocate Business Law Challenge Quarter Final (2012). Through meticulous research, the self-development of my advocacy skills & effective collaboration we progressed through three rounds which took place over a number of months. We were one of 16 quarter-finalists from 400 entries.
- Through this success I gained a place in an Advanced Mooting module. The class of 12 then partook in an internal mooting competition which led to being selected to represent UCD Law School at an international level in the ELSA Moot Court Competition & competed in the Quarter Finals at European Regional Round in Prague in March (2014).
- I continued to pursue mooting in order to develop my advocacy & public speaking skills, by taking an Advocacy & Mooting module & represented UCD in the DCU National Moot Competition 2014.

### **Skills**

- Strong computer literacy including basic HTML coding.
- Competent in finding, evaluating, using & managing information in a range of formats following an elective in Advanced Information Skills.
- Received web management training as part of my role with ICTU & KNOW Finance