

HILARY HEELAN

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Summary

I am determined to pursue a traineeship within Byrne Wallace. I bring experience and I strive for excellence. Working as a funds paralegal has given me an excellent foundation to begin my training. I thrive in a fast-paced and challenging team environment. I pride myself on my client relationship management ability. As a trainee I know I would provide a significant and positive contribution to Byrne Wallace as a trainee and ultimately an associate.

Achievements

Mooting Quarter finalist - McCann Fitzgerald The Advocate Business Law Challenge (2012).
Quarter finalist - ELSA Moot Court Competition (2014). A simulated hearing of the World Trade Organization dispute settlement system.

AIB Nominated for Outstanding Performer in Q1, Q2, Q4 (2015).

Education

Law Society of Ireland

- FE-1 Exams Completed: Contract, Constitutional, Equity, EU Law
- Results Pending: Company, Criminal, Property, Tort

University College Dublin

- Bachelor of Civil Law (BCL), 2.1, GPA 3.31 2014
- Professional Diploma in Financial Advice (Qualified Financial Advisor) 2017

Yeats College, Galway

- Leaving Certificate – 500 points

Experience

Funds Paralegal: *Maples and Calder* July 2017 - Present

- Establishment, operation and regulation of Irish regulated collective investment schemes and their service providers, for international clients.
- Take ownership of the cost and project management of deadlines.
- Draft fund documents and service provider agreements and prepare all necessary documentation for Central Bank filings.
- Achieving project deadlines requires liaising with clients and the Central Bank on a daily basis.
- Tailor my approach accordingly to cultural work expectations of clients based in different jurisdictions.
- Continuous learner; consistently upskill my knowledge of the Central Bank's guidance and the accompanying legislation.
- Train new starters on the systems used in the department.

Legal Executive: *Ivor Fitzpatrick & Co. Solicitors* March 2017 - July 2017

- Negotiated settlements for unsecured debt and registered judgment mortgages in order to secure clients' interests.
- Primary fee earner on > 1500 files.
- Quadrupled the settlement figures which brought Ivor Fitzpatrick to be the most profitable of the client's legal counsel, enabling the firm to secure a greater number of cases.

Client Portfolio Executive: *KNOW Finance Limited* March 2016 - March 2017

- Delivered financial advice in relation to pension, investment, protection and mortgage products.
- Tracked and analysed the movements of each client's investment portfolio.
- Produced client reports analysing individual needs and recommended suitable products.
- Responsible for all compliance related matters including adherence to all CBI processes.

Paralegal: *McDermott, Creed & Martyn Solicitors* January 2016 - March 2016

- Conducted a wide variety of legal research (medical and property law) and presented to firm's partners.
- Prepared books of proceedings for trials and collaborated on licensing applications.
- Maintained case files both physically and on the firm's filing systems.

Credit Analyst: AIB Financial Services Group

July 2014 - January 2016

- Responsible for the SME account management of an arrears lending portfolio.
- Negotiated with customers to manage arrears and implemented viable solutions to their financial difficulties, such as restructuring the debt or through the realisation of security.
- Required an in-depth knowledge of local market forces & industry trends.
- Calculated the value 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.
- Nominated for Outstanding Performer in Q1, Q2 and Q4 2015.

Project Manager, Events & Campaigns: ICTU

July 2013 - September 2013

- Collaborated on 2 presidential events; President Higgins' Garden Party and a State Commemoration.
- Organisation of a film competition for Youth Connect, included drafting the terms and conditions.
- Lead design elements of 1913 Lockout campaign.
- Responsible for content management for the campaign website.
- Systematised a number of databases that Congress now relies upon.

Legal Intern: ICTU

June 2013 - June 2013

- Produced advisory reports for ICTU members, undertook research by conducting interviews, attending seminars and discussion talks with different bodies and interest groups.
- 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.
- Undertook media training in order to respond to press queries.

Courses and Training

- Certificate in Global Issues, Suas Education Development, 2011. Syllabus covered political, social, cultural, economic & environmental topics.
- Media relations course, as part of my role with ICTU.
- Web management training, as part of role with ICTU & KNOW Finance

Skills

Efficient

Current role; I work across 239 matters for 124 clients. Adept at prioritising my workload and consistently turning around a large number of documents in a short amount of time, without compromising on quality.
Deliver on targets; surpass my annual billing target of 1,200 hours.

Client Focused

Commercial experience from working in the financial services industry.
Financial advisory role; client relationship management and personalised service to each customer.
Ability to engender confidence in my advice will be fundamental as a solicitor.

Teamwork

Committed to being an approachable and reliable member of the team; nominated for AIB Recognition Programme for Outstanding Performers in Q1, Q2 and Q4 2015.

Computer Skills

Basic HTML coding and elective in Advanced Information Skills.

Hobbies & Interests

Organising committee for the Hedge Funds Care Gala 2018.

Volunteer with Fighting Words.

I love trying new restaurants and have a monthly dining club with my former colleagues from AIB.