

Holly McFadden

4 Ard Min an Iolair, Derrybeg, Letterkenny, Co Donegal

Mobile: 0863628710

Email: hmcfadden1995@hotmail.com

PROFILE

I am law graduate with a wide range of legal experience, including medical negligence and debt recovery. I have passed all eight FE1 Examinations and I am keen to source a Trainee Solicitor role in a dynamic and diverse law firm which will offer early responsibilities, a progressive career path and the opportunity to maximise my potential.

CAREER HISTORY

Legal Executive, Matheson Solicitors

August 2020 - Present

I am currently employed as a Legal Executive on the Healthcare team at Matheson. My primary responsibilities include:

- Arranging settlement talks / mediations and assisting with the preparation in advance of same;
- Drafting detailed documents such as Notice for Particulars, Rejoinders to Replies to Particulars and letters of Voluntary Discovery;
- Drafting detailed letters to Plaintiff and Co-Defendant solicitors in relation to various matters, i.e. indemnity offers, discussions in relation to apportionment and seeking discontinuances;
- Preparing court documents to be filed in the High Court and Circuit Courts;
- Drafting emails to clients and medical practitioners in order to update them as to the progress of the file and to seek any instructions;
- Instructing experts to prepare reports by drafting detailed letters of instruction, as well as liaising with them in relation to providing their reports and arranging appointments to examine the Plaintiff;
- Preparing booklets for counsel, experts and internal purposes, i.e for conference calls;
- Liaising with the Medical Council in relation to the progress of each complaint and the outcome of Preliminary Proceedings Committee / Fitness to Practice Committee meetings;
- Assisting in the preparation for upcoming inquests;
- Managing a number of files with limited client instructions;
- Attending client meetings / conference calls and preparing attendance notes;
- Reviewing medical / dental records and identifying the key records relevant to the proceedings;
- Conducting quantum research, research in relation to Rules of the Superior Courts and research on relevant case law; and
- Circulating daily news updates to the clients.

In addition, I have prepared a presentation for client training purposes and I have prepared numerous summaries of recent legislation and case law in order to update our clients and maintain good relationships. I have also presented these summaries and updates at internal meetings. I have prepared the healthcare update for the Matheson legislation horizon tracker which is published to thousands of clients.

Legal Assistant, Eversheds-Sutherland Solicitors

August 2019 - February 2020

I worked as a Legal Assistant in the Litigation department on the Mortgage Enforcement team. This was a volume litigation team. My primary responsibility was hearing preparation, namely:

- Drafting Supplemental Affidavits, Replying Affidavits and Affidavits of Service and amending same pursuant to client instructions;
- Attending motions and taking attendance notes;
- Managing all motions to be heard in Dublin Circuit Court and the High Court and actioning next steps;
- Organising the team diary and prioritising tasks;
- Managing and preparing briefs for counsel;

- Instructing counsel in relation to upcoming motions;
- Liaising with Court agents in relation to motions and Court Orders;
- Confirming counsel's fees with clients and answering client queries;
- Assisting with the drafting of Civil Bills and Grounding Affidavits; and
- Responding to inter-parte correspondence and incoming post.

I also assisted another team within the Litigation department with substitution applications for a separate client, as I had previous experience in preparing for such applications (as outlined below).

Summer Intern, Eversheds-Sutherland Solicitors

May 2019 - August 2019

I was selected for the Summer Internship Programme at Eversheds-Sutherland. I was placed in the Litigation department during a particularly busy time which was an advantage as it enabled me to work on large projects, where I developed numerous skills in such a short length of time. I was mainly involved in a large volume of substitution applications for a client, during which my responsibilities included:

- Drafting Notice of Motions and Grounding Affidavits;
- Arranging for Court documents to be stamped and sworn;
- Drafting letters to Defendants;
- Liaising with the client and Courts in relation to said substitution applications;
- Liaising with the Eversheds-Sutherland Cardiff office in relation to any queries received from the client; and
- Arranging to file documents in numerous Circuit Courts around the country, monitoring the process of each matter and actioning the next steps.

As part of the internship programme we also took part in a group project and presented to a panel of judges, during which my team won the first prize. I also organised a large transfer of client files to another law firm.

Legal Intern, Kenny Boyd & Co Solicitors

May 2018 - August 2018

While working as an intern, my primary responsibilities included:

- Assisting with the preparation of various Court documents;
- Preparing exhibits and filing court documents;
- Researching case law and legislation relating to specific matters;
- Completing administrative day-to-day tasks in a timely fashion;
- Answering phones and dealing directly with clients who entered the practice; and
- Organised client files and reading intensively into each matter.

Waitress, FX Buckley

May 2017 - January 2019

During my experience working in FX Buckley, I developed a number of skills which have aided me in my legal career such as teamwork, attention to detail and organisational skills. Although this does not relate directly to law, I hope to have acquired the skills to be part of a successful team in future employment.

EDUCATION

Bachelor of Civil Law, Dublin City University (2:1)

2014 - 2017

First Year Results: 2:1

Second Year Results: 2:1

Third Year Results: 2:1

ACHIEVEMENTS

Matheson Virtual Experience Programme (2021)

I participated in the Matheson Virtual Experience Programme. In this programme, I completed the following practical task modules:

- Project Job: Non-disclosure Agreement;
- Appointment of a temporary Pre-Approval Controlled Function (“PCF”) with the Central Bank of Ireland (“Central Bank”);
- Litigation Learning; and
- Finance and Capital Markets.

ZSA Suicide Awareness Training (2021)

I completed the ZSA Suicide Awareness Training. This training has prepared me to:

- Identify the signs that isolation is effecting someone negatively;
- Provide recommendations to reduce stress and anxiety;
- Recognise when action is needed to keep someone safe; and
- Implement strategies for dealing with ‘the new normal’.

HOBBIES AND INTERESTS

- I have a keen interest in pilates and baking;
- I enjoy hiking and exploring new locations;
- I have been involved in a number of different charitable organisations to include volunteering at Barretstown, the Irish Wheelchair Association and my local centre which helps those with disabilities; and
- I am fluent in Gaeilge and as I live in a Gaeltacht I often get to practice it.