

Michelle Heffernan

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A hard-working, dynamic and highly motivated graduate with a BSc. in Genetics and a Postgraduate LLB Degree from University College Cork.

Education:

- **(Sept 2016 – May 2018) Postgraduate Law Degree, LLB.**
Graduated October 2018, University College Cork.

Subjects: Law of Torts; Constitutional Law; Law of the European Union; Criminal Law; Law of Contracts; International Human Rights Law, Property Law, Company Law, Law of Equity, Law of Evidence, Medical Law, Economic Law of the European Union, Jurisprudence, Administrative Law.

Participant in student Moot Court competitions and student debating.

- **(Sept 2012 – May 2016) BSc. Genetics (Honours Degree)**
Graduated October 2016, University College Cork.

Subjects: Molecular Biology, Biostatistics, Biochemistry, Medical Genetics, Bioinformatics, Genetic Engineering and Molecular Biotechnology, Molecular Genetics and Genomics, Immunology, Developmental Genetics, Medical Microbiology, Virology.

Final Year Research Project Title: "Characterisation of mammalian stop codon readthrough candidates."

Work Experience:

- **Senior Legal and Contracts Associate - Novartis Ireland Ltd., Merrion Road, Dublin 4.**
June 2020 - Present.

Responsibilities include: creating, drafting and negotiating dual language legal contracts for clinical trial therapies in connection with country-specific regulatory and Quality Assurance requirements. This involves reviewing and redrafting time-sensitive Clinical Site Agreements and Informed Consent Forms while having regard for Local Law (site specific), EU Law and International Law requirements. Part of this function includes tracking negotiation processes in 20+ countries as well as advising on intellectual property matters, liability provisions, confidentiality and data protection. Other responsibilities include reviewing and advising on Non-Disclosure Agreements as well as being an escalation point for the legal and business parties to contract negotiations within the Novartis community. Further responsibilities include

general duties such as ad-hoc legal research regarding regulatory updates and improving internal processes in a constantly changing environment.

- **Legal Secretary - Lillian O'Sullivan & Co., Solicitors, 96 South Mall, Cork.**
January 2019 – June 2020.

Responsibilities included: Personal secretary to the principal Solicitor of the firm; drafting and reviewing contracts for conveyance transactions; preparing Court Proceedings for Family Law matters; preparing Briefs to instruct Counsel on a range of different cases; meeting with clients; taking instructions on Family Law matters and instructions for the drafting of Wills and Powers of Attorney. I also undertook research into Employment Law legislation for the preparation of proceedings before the Workplace Relations Committee and Commercial Law issues such as business and company contracts. I aided in the process for applications to the Personal Injuries Assessment Board.

- **Bar Supervisor – Soho Bar and Restaurant, 77 Grand Parade, Cork.**
February 2017 – December 2018.

Responsibilities included: Being the point of contact in a busy city bar and restaurant; attending to customers; hosting private parties of up to 80 people; cash handling; managing staff members; integrating and training in new staff members to the team; working in a fast-paced environment that relies on excellent teamwork and customer service and enhanced conflict resolution and interpersonal skills.

Additional Information:

Skills & Qualifications:

- Excellent verbal and written communication skills
- ECDL qualified – Excellent MS Office skills
- Active student debater and Moot Court competitor during University
- Strong project management skills acquired during both individual and group University projects
- Associated Board of the Royal Schools of Music (ABRSM) certified:
 - Grade 8 accomplished in classical violin and piano
 - Grade 8 accomplished in Theory of Music
- Violinist with the National Youth Orchestra of Ireland (2006-2011)
- Irish Water Safety – Life support 1
- Royal Schools of Ballet certified: Grade 6 accomplished in classical Ballet
- Languages – Irish (Basic), French (Basic)

Notable Achievements & Interests:

- Violinist with the Cork Concert Orchestra, June 2016 – present
- Hockey player for UCC's Ladies Hockey Club, September 2015 – May 2018
- Founding member of the UCC Orchestra

- Classical violin teacher to beginner violin students
- Auditor of UCC's Music Society, academic years 2014-2015 and 2015-2016
- Auditor of UCC's Genetics Society, academic year 2014-2015
- Member of UCC's Chamber Orchestra, academic year 2012-2013
- Appeared on The Late Late Toy Show Christmas 2010 playing violin
- Performed on television in 2008 for a week-long programme on RTE2 called Classic Jam. Chosen from 500 musicians throughout Ireland as 1 of 12 participants.

References available on request.