

## SINEAD DOLAN

Willsborough, Ballinlough, Co. Roscommon

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### PROFESSIONAL PROFILE

I am a dynamic and conscientious paralegal with a diverse knowledge in areas including corporate, commercial, renewable energy, litigation, insolvency, and dispute resolution. I have gained invaluable life experience whilst working within the hospitality industry in staff management and supervisory roles. I work well both independently and collaboratively as part of a busy team. I consistently achieve deadlines through enthusiasm and initiative while maintaining the highest of standards. I am seeking a challenging trainee solicitor role that offers opportunity for professional progression.

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### EDUCATION

- June 2024      **Final Examinations - First Part (FE-1)**  
Obtained passes in Equity, Property, Criminal, Tort, EU, and Contract
- Due to sit Constitutional and Company in October 2024.
- 2015-2016      **Master of Laws Degree LLM – Global Legal Studies, 2.2 Honours**
- Modules: Criminology, International Criminal Law, International Human Rights, Economic, Social and Cultural Rights, Gender Sexuality, and the Law; Marriage and the Law. Completion of a Masters dissertation was a mandatory requirement.
- 2012 - 2015      **Bachelor of Laws Degree LLB, 2.1 Honours**
- Modules: Tort, Contract, Constitutional, Legal Writing and Advocacy, Moot, Administrative, EU, Evidence, Criminal, Equity, Jurisprudence, Land, Intellectual Property, Company, Employment, Work and Employment in Europe, Information Privacy and Family Law.

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### LEGAL EXPERIENCE

December 2017 – Present

**Paralegal**, Fieldfisher Ireland LLP (formerly Mc Dowell Purcell), 45 Mespil Road, Dublin 4

**Core Duties – Corporate & Renewables Department:**

- Assisting a team of 8 to include 2 Partners, 1 Director, 2 Senior Associates and 1 Solicitor in relation to a range of corporate transactions and commercial matters;
- Assisting with the preparation of various transaction documents for numerous M&A transactions, joint ventures and private equity fundraises – including but not limited to share purchase agreements, tax deeds, shareholders' agreements, disclosure letters (and detailed specific disclosure schedules);
- Assisting with due diligence exercises by either populating or reviewing documents uploaded to virtual data rooms, coordinating due diligence questionnaire queries and responses and updating various sections of the due diligence reports;
- Drafting a range of corporate ancillary documents to include board and members resolutions, summary approval procedure packs, powers of attorney, STFs, waivers, stamp duty filings, etc

- Coordinated completion of transactions and commercial contracts, including via DocuSign;
- Drafting and review of option agreements, leases, grant of easements, pre-option enquiries and caution applications in relation to renewable energy transactions.
- Research and drafting advice on industry specific renewable energy projects for various clients such as offshore/onshore wind, solar energy and hydrogen.
- Drafting and review of construction contracts in line with the Construction Contracts Act 2013.
- Incorporation of companies to include completion of CRO filings, drafting of company constitution and routine provision of company secretarial functions such as appointments and resignations, annual returns, statutory books.

**Core Duties – Litigation & Dispute Resolution Department:**

- Previously, within the litigation, insolvency, and dispute resolution department my primary focus was on financial services. That role involved assisting the Partner, Senior Associate, and team with the day-to-day management of a large volume of files to include High Court summary judgment proceedings, Circuit Court possession proceedings, District Court enforcement proceedings and High Court personal insolvency matters.
- Reviewing loan facility letters, mortgages, folios, title deeds, and mortgage loan account statements.
- Drafting of High Court summary judgment proceedings, Ex Parte applications seeking substituted service/leave to issue and serve proceedings outside of the jurisdiction, Notice of Motions/Grounding Affidavits seeking judgment, Affidavits of Service, Supplemental Affidavits, Judgment Sets, and bespeaking and serving High Court Orders.
- Drafting Circuit Court possession proceedings to include Civil Bill for Possession, Grounding Affidavit, Certificate of Compliance, Ex-Parte applications seeking substituted service, Supplemental Affidavits.
- Drafting District Court enforcement proceedings to include Summons for Attendance of Debtor, Affidavits, Certificate of Amount Due, Declarations of Service.
- Preparing Deeds of Appointments of Receivers and title analysis.
- Drafting and filing Judgment Mortgage Affidavits and Deeds of Discharge
- Preparing and collating booklets of pleadings in respect of Court proceedings, briefs for counsel and booklets of inter parties' correspondence.
- Preparing initial drafts of letters of instruction to counsel/town agents in relation to High Court/ Court of Appeal/matters.
- Attending on counsel in Circuit Court, High Court, and Court of Appeal. This involved liaising with counsel and communicating instructions, handing in relevant documents to the Court, taking attendance notes, and updating the team/client with the court outcome.
- Dealing with queries from town agents, court offices around the country, defendants and/or their representatives. Drafting letters to defendants and/or their representatives notifying them of court dates and the court outcome.
- filing documents in the relevant court offices, , the Property Registration Authority and in the District Court offices throughout the country.
- File maintenance to include review of billing, closing, archiving and preparation for cost accountant review.
- Managed all invoicing for the clients on the designated account management system.
- General secretarial duties.

November 2016 – December 2017

**Administrative Legal Assistant**, Law Office of Nicholas P Frye P.C (Boston, USA)

**Core Duties:**

- Provided client assistance through verbal and written communication.
- Assisted in drafting and preparing motions, subpoenas, orders, correspondence, and various legal documents while working to a deadline.

- Contacted relevant providers to obtain medical records etc.
- Liaised with coordinators and case managers to secure treatment programs for various clients.
- Conducted legal research.
- Summarised large volume of discovery and trial documents.
- General office duties and ad hoc duties when required.

June 2014 – August 2014

**Legal Intern**, Bowman McCabe Solicitors, Lucan, Co. Dublin

**Core Duties:**

- Reviewed case files and composed a comprehensive summary for quick reference purposes.
- I accompanied Mr. Bowman to Court on several occasions and participated actively in discussions relating to cases, court proceedings and remedies open to the client.
- I attended on counsel at family law hearings on behalf of the firm.
- I carried out general office administrative tasks as required.

### ADDITIONAL WORK EXPERIENCE

May 2017 – September 2023: **Bar Office Manager**, POD Festivals Limited – during the summer festival season only (part-time, various locations across Ireland)

May 2016 - November 2016: **Human Resources Administrator**, Lydon House Catering, Galway.

September 2012 - May 2016: **Part time Barperson**, The Clubhouse & Students Union Bar, NUI Maynooth

June 2013 - September 2013: **Hospitality & Catering Supervisor**, Lydon House Catering, Galway.

### ACHIEVEMENTS AND INTERESTS

- I enjoy attending spin classes at the gym and swimming. I have just completed swimming lessons and am steadily improving.
- I enjoy crafting and creating handmade gifts.
- I enjoy music and have achieved 6 grades on the piano from the Royal Irish Academy of Music.

### REFERENCES

Available on request.