I am applying for the 2016 trainee recruitment opportunity in Byrne Wallace. My experience, energy and enthusiasm in recording, investigating and ensuring quality and consistency in a timely manner in a number of varied organisations would greatly assist me to succeed in this important role. I joined the Financial Services Ombudsman’s Bureau in November 2014; I then immediately set about improving the office’s filling system. I designed the offices current file management system, this new process increases accountability while ensuring the files are given the safety and security that is required.

I have a track record of communicating with parties involved in a complaint and assisting both sides in agreeing to an early and informal resolution that both parties are satisfied with the outcome. This role has been done side by side with my administrative and reporting duties on ongoing cases and files within the Financial Services Ombudsman’s Bureau. In both of these roles I have interacted with members of the public on a daily basis, I have developed an ability to communicate and build trust with all stakeholders which is a vital skill for a trainee solicitor. I have achieved this by building and fostering a mutual interest from all involved parties to ensure an early and amicable resolution.

My experience, together with my Bachelor of Corporate Law and LL.B and my proven ability for independent and objective assessment along with my International Commercial Law LL.M makes me an ideal candidate for Byrne Wallace. I have a proficient knowledge of relevant commercial and corporate legislation such as the various Central Bank acts and the payment services regulation, which gives me a key advantage when assessing and formulating how best to approach commercial and corporate legal issues, an area that Byrne Wallace is renowned for.

My current position requires a high level of efficiency and an ability to work on my own and as part of a team. Recently I was tasked with reviewing a number of files that had outstanding CCMA legal queries. It was my duty to evaluate each of these files in light of the CCMA act and prepare a brief but detailed memo on each file to enable the Head of Legal to make a final and decisive decision. This required a high level of attention to detail and the ability to anticipate sensitivities and complexities, assessing them and escalating relevant issues to management where appropriate.

As with every job I have done, I give my full commitment to any role I undertake and I believe I am able to take on and successfully deliver in this demanding and fast changing role. I would welcome the opportunity to discuss my application further.