

47 Spring Garden St.
Ballybough
Dublin 3

Head of the Trainee Programme

18/10/2017

Byrne Wallace
88 Harcourt Street,
Dublin 2,
D02 DK18

Dear Sir/Madam,

I am writing to apply to become a Byrne Wallace Trainee. I am interested in the opportunity presented by the Byrne Wallace training contract as I believe this training program is focused on longevity and continuing development. This is important to me as someone who returned to education as a mature student, my focus has always been on carving out a successful and long lasting legal career. I strongly believe this is something that is achieved through diversity of learning. I believe Byrne Wallace can provide this along with an environment that trainees can and do thrive in.

My undergraduate degree is Bachelor of Civil Law from UCD Sutherland School of Law where I obtained a 2:1 overall grade. Immediately after this I completed a Certificate in Commercial Contracts from the Law Society of Ireland and I am currently undertaking a LL.M in International Commercial Law with UCD Sutherland School of Law.

Since graduating I have been working as a Contract Executive for BWG Foods UC. In this role I have been awarded the opportunity to largely define my own role. While I was initially hired to draft contracts and annual compliance reports as required by Consumer Protection Act 2007 (Grocery Goods Undertakings) Regulations 2016, this role soon evolved to incorporate overseeing compliance, all staff compliance training, quality control, set up and maintenance of record storage portal, including all preparations for external audit. BWG Foods achieved 92% compliance in the first year and I expect to exceed this for the calendar year of 2017.

Having always approached my role in BWG from a broader compliance perspective it was a natural progression to then go on to work on GDPR. The far reaching effects of the forthcoming GDPR mean that very few aspects of the business are left untouched. For me this includes the drafting and implementation of subject access request policies, clean desk, CCTV and password policies along with comprehensive compliance guidelines to be

distributed to subcontractors and franchisees. I also conduct risk impact assessments in many areas of the business along with maintaining compliance and risk registers. As part of my work on GDPR I have completed Data Protection training with Sytorus covering all aspects of the GDPR, data management, and privacy impact assessment processes. This training coupled with my work on policies and procedures have given me a useful practical grasp as well as an academic understanding of the subject. Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team as well as cross-team whenever necessary.

I can be contacted either by return email or by phone on 085 214 7532 if you have any queries in relation to this application.

Thank you for your consideration.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Stacey O'Neill', written over a horizontal line.

Stacey O'Neill