

ByrneWallace
Solicitors
Online Application

30 September 2022

Re: Trainee Programme 2023

To whom it may concern,

My name is Stephanie Lyons and I have worked as a Legal Executive in ByrneWallace for four years. I was a part of the Commercial Litigation Department for two years and four months and I have spent the last sixteen months on the Corporate Secretarial team. I was a part of the interview process last year and I believe that I have furthered my experience since that time. I have demonstrated my adaptability by working on both teams and excelling in both. This demonstrates one of the reasons why I have the ability to succeed as a trainee as it correlates to the rotation process. I have shown my commitment and my enthusiasm and I believe that my visions align with the values of ByrneWallace. I have built many connections with my colleagues and I enjoy the collegial atmosphere. The culture in ByrneWallace has been an excellent fit for me. ByrneWallace to date as developed many of my skills and I would be proud to further my career by training and subsequently, practising in such a prestigious law firm.

By way of background, I graduated with a 2.2 Bachelors of Law from Griffith College Dublin. I worked in Retail and earned promotions into management. I eventually joined Bank of Ireland in April 2016 within the branch banking network and worked towards a promotion to the Mortgage Arrears Resolution Unit. In July 2017, I was promoted to a Legal Executive on the aforementioned team. I have passed 7 of my FE1 exams whilst working full-time and I am awaiting the final result . I now wish to secure a Training Contract with the hope of attending Blackhall for PPC1 in September 2023.

I have gained legal experience from working in both private practice and in-house legal teams. What sets me apart is that I have over five years extensive experience across two highly regulated industries. I bring practical experience within highly charged, time constricted environment. I also bring life experience and maturity to this role. My experience within Bank of Ireland allowed me to understand the operations of a large corporation. As part of my role, I worked on the Judgments team, the Possessions team and the Receiver and Title Analysis team. My daily tasks range from instructing panel firms to initiate proceedings, reviewing affidavits, reviewing enforcement strategies for Judgments we have obtained and assisting counsel with discovery motions etc. – all within tight time frames.

My daily tasks in Litigation ranged from drafting Instruments of Appointment, Validity Letters, Demand Letters and assisting with Settlement Agreements and Land Registry Applications for both registered and unregistered title, instructing barristers and summon servers, attending court and the preparation of debt collection proceedings for a state body etc.

Most recently I have been a part of the annual compliance process and I have been preparing AGM resolutions, Board Minutes for Financial Statements, Board Minutes for the Beneficial Ownership Register and Company Incorporations. I now manage my own portfolio of clients within this team. I also proposed and implemented a revised procedure for CRO account reconciliations I created a new process to rationalise and refine the procedure so that filing fees are identified by the filer at the time of filing and recorded internally so that in terms of end of month process the review of the CRO account and relevant

balances to be charged to matters takes approximately one hour as opposed to 1-2 days. This ensured a significant cut in administration time and also ensures disbursements are marked against client matter numbers.

As a candidate, I am extremely hardworking, driven and I am self-motivated by achieving goals that I set for myself. I have consistently performed to a high standard, am a very quick learner and I am easily briefed. I have had exposure to how a business operates on a daily basis and from a practical point of view, this means I have an understanding of some of the issues that arise for clients. The experience I have gained whilst in ByrneWallace has allowed me to develop commercial awareness.

Naturally, my time in ByrneWallace has sparked an interest in Commercial Litigation but I also have an interest in exploring other practice areas.

I am confident that I will bring dynamism, focus and energy to this position. I am further confident, that if favoured with this role that I will do both myself and ByrneWallace proud.

If you have any questions, please do not hesitate to contact me.

Kind Regards,
Yours Faithfully,
Stephanie Lyons

29 An Choill Rual | Paulstown
| Co. Kilkenny
☎: +353 851737768
✉: stephlyons20@yahoo.com