

# TATIANA BALAN

Dear ByrneWallace LLP Trainee Solicitor Recruiters,

I would appreciate it if you could allow me to become part of your team as a trainee solicitor. I have completed 4 FE1 exams (Company Law, EU Law, Equity Law and Property Law), in October 2023 sitting I have completed 2 exams (Tort Law and Contract Law) and will be sitting the remaining 2 (Constitutional Law and Criminal Law) in March 2024, therefore I will have all 8 FE1 exams completed by September 2024. Currently, I am a Process Specialist (SME) in Microsoft Dynamics, named employee of the month on a number of occasions. I understand priorities and have ability to handle key client stakeholders. I manage both internal and external conversations, guide team members and provide trainings. I have strong presentation and communications skills.

I have completed my degree in Law and Media Studies (BA) in 2016, after being forced to enter the working force right after college, I obtained enough financial stability to go back into my studies and I am currently eager to fulfil my passion of becoming a solicitor. I don't shy away from taking ownership to fulfil tasks independently or rectify issues caused someone else and I am also able to delegate work accordingly. My experience in providing training and creating training materials and work instructions has helped me develop my presentation and attention to detail skills. I have over 7 years of experience in customer service from my first voluntary job in a charity shop at the age of 15. I have a nice telephone manner which was perfected while I freelanced as an interpreter. I enjoy being proactive as I created the MBS Impact Assessment form that improved the assessment level and tracking of changes across the Dynamics Line of Business.

I guarantee a commitment to perform duties at the highest level possible on a consistent basis.

Thank you for your consideration.

Kind regards,

Tatiana Balan