

CHRISTOPHER JORDAN

Final year postgraduate LLB student

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Driver's licence: Code B – own transport

Language proficiency: English & Basic Afrikaans

Availability: January 2017

PROFILE

I am a motivated final year, postgraduate LLB student at Stellenbosch University. I am particularly interested in graduate opportunities that will afford me the opportunity to put the theory that I have so far studied into practice in a legal environment. My employment while studying assisted me to develop:

- excellent analytical skills combined with the ability to locate and solve problems,
- sound knowledge of legal principles and procedures,
- clear verbal and written communication skills as well as excellent time management - skills which I believe would transfer well to the position of Candidate Attorney.

On a personal level, I am a diligent individual, who sets high standards for myself, both professionally and personally; when time permits, I enjoy hiking and performing volunteer work at “DAWG” in Hout Bay. I have also taken part in the Stellenbosch University criminal mock trial.

EDUCATION

December 2016	Stellenbosch University	Bachelor of Laws (Postgraduate LLB – 3 years)
2013	Stellenbosch University	Bachelor of Arts (Social Dynamics)
2010	Somerset College	Senior Certificate (IEB Matric)

PROFESSIONAL DEVELOPMENT

Root 44 Market: Blue Moon Bar

Bartender

2013 - Present

Vacation Work at Smith Tabata Buchanan Boyes

4th-8th July 2016

During this program I attended presentations by the STBB Attorneys on various areas of law including; labour law; Litigation;

Conveyancing & Commercial Law; Family law; Business Rescue Procedures and Personal Injury & Insurance Claims. I was also exposed to teamwork and led the examination in chief for the moot court which we had to prepare. This experience further developed my public speaking skills and knowledge regarding court procedures.

Urban Tonic

Waiter / Porter

2012 - 2013

Transferable skills developed:

- Serving patrons at Urban Tonic and currently at Blue Moon Bar taught me:
 - planning and people skills - managing a table section / bar duty in a fast-paced restaurant required quick thinking, efficient planning, and strong people skills;
 - to meet and exceed sales targets and improve profits - upselling food and beverage items to patrons by suggesting food and wine pairings;
 - problem solving and conflict management skills - alleviated customer disputes through strong communication, listening, good judgment and negotiation skills;
 - time management skills – ensured that cutlery, crockery and bottle reach-in is stocked, garnishes are ready, ice tubs are full and glassware is cleaned for the next rush;
 - to be a team player and to work in a collaborative environment.

Fantasy Kids

Party Organiser

2008 - 2010

Transferable skills developed:

- Effective research skills - conducted research to identify new opportunities for generating innovation in events.
- Communication and people skills - discussed specific requirements and expectations concerning the event with clients and provided clients with a detailed quotation.
- Planning and organisational skills - oversaw the planning and execution of logistics and operations for the event.

Jordan Shoes

Cashier / Sales Assitant

December 2007

Transferable skills developed:

- Meeting and exceeding sales targets -
 - used product knowledge to enhance sales success with potential customers; and
 - upsold products to customers and suggest product pairings.
- Customer service and cashiering -
 - proven ability to answer customers' questions and provide information regarding the business procedures and policies in a customer-friendly manner.
 - guided customers through the payment procedure by taking cash or processing credit cards in exchange of sold items.
- Flexibility - worked overtime when required and assisted with the workload of co-workers.

- Social perceptiveness - being aware of customers' reactions and understanding why they react as they do.

COMPUTER LITERACY

Level	Description	
1	Had appropriate training only	
2	Limited practical experience	
3	Extensive practical experience	
Summary	Skill	Proficiency (3)
<u>MS Office:</u>	- MS Word	3
	- MS Excel	3
	- MS Outlook	3
	- MS PowerPoint	3
<u>Legal:</u>	- LexisNexis	3
	- Jutastats	3

REFERENCES

Ms Ebrezia Johnson	Lecturer: Stellenbosch University	+27(0)21 808 3180
Mr Neels Truter	Blue Moon Bar	+27(0)76 705 8442
Mr James Robert Jordan	Jordan Shoes	+27(0)79 699 4134
Ms Lianne Vinello-Lippert	Fantasy Kids	+27(0)83 708 3670
Ms Marianne Marais	STBB	+27(0)21 406 9202