

CURRICULUM VITAE

CONTACT INFORMATION:

Name: Kim Siljeur
Address: 67 Ebenezer Court, Wynberg
Cell Phone: 0848462382
Email: ksiljeur@gmail.com

PERSONAL INFORMATION:

Date of birth: 1 January 1992
Gender: Female
Nationality: South African
Marital Status: Single
Criminal Record: None
Driver's license: Code 8

EDUCATION AND QUALIFICATIONS:

National Senior Certificate: Westerford High School (2009)

- Outstanding Achievement level in: French Second Additional Language, Mathematical Literacy, Life Orientation and History.
- Meritorious achievement level in: English Home Language, Afrikaans First Additional Language and Life Sciences

Bachelor's degree: Stellenbosch University (2015) - LLB

- Final year electives: Intellectual Property Law, Competition Law, Constitutional Property Law, and Internet Law

Diploma: University of Cape Town (2017) - L.E.A.D School for Legal Practice – Practical legal training course

- Course completed with an 85% average
- Award for highest mark achieved in Introduction to Practice Management (100%)

Admitted Attorney of the High Court of South Africa (2019)

EMPLOYMENT HISTORY:

1. Legal Aid South Africa, Cape Town Local Office

Job Title: Candidate Legal Practitioner (1 November 2017 – 31 October 2019)

Summary: Court appearances and consultation with clients.

Reason for leaving: End of fixed term contract

Job Description and responsibilities:

- Attend to consultations with clients regarding all legal issues. Attend to legal research and legal drafting, including drafting of legal opinions;
- Attend to court appearances in the Magistrates District Courts;
- Conducting criminal litigation including bail applications and criminal trials;
- Analysing and protecting the rights of clients;
- Consider research and comments on matters with legal impact;
- Assist with administrative and organisational duties. Managing filing system.

2. Global Business Solutions, Cape Town

Job title: Administrator (September 2015 – October 2017)

Summary: General administrative duties

Reason for leaving: Personal development and career growth.

Job Description and responsibilities:

- Administration of workshops offered by the company, which are mainly labour law and HR based;
- Managing the office;
- Liaising with clients;
- Applying for and submitting tenders;
- Assisting the attorneys at Kirchmanns Incorporated, accompanying them to labour dispute proceedings and assisting with research;

LANGUAGE SKILLS AND COMPETENCIES:

	<u>LANGUAGE</u>	<u>COMPETENCY:</u>
1	English	Advanced (Home language)
2	Afrikaans	Advanced
3	French	Conversational

REFERENCES:

	<u>NAME:</u>	<u>JOB DESCRIPTION:</u>	<u>CONTACT NUMBER:</u>	<u>EMAIL ADDRESS:</u>
1	Ingrid Rensburg	Principal (Legal Aid SA)	021 426 4126	IngridR@legal-aid.co.za
2	Barbara Henshilwood	Business Development Manager (Global Business Solutions)	082 921 9965	-