

35 Abington Avenue
Parklands North
Cape Town
072 510 3404

nixerwee@gmail.com

NICOLE ERWEE

PERSONAL OUTLOOK AND VIEWS

I am a 28-year-old female in the process of completing an LLB through Unisa. I am currently in my final year. I am hardworking, conscientious, meticulous and reliable. I am very interested in broadening my knowledge and applying what I have learnt from my law degree into practice. My goal is to be admitted as an attorney and to add value to the firm for which I work.

PERSONAL DETAILS

Date of Birth: 14 September 1988
Nationality: South African
Mobile: 072 510 3404

EDUCATION

PINETOWN GIRLS HIGH SCHOOL

Kwa-Zulu Natal Matric Certificate - Completed Dec 2006

ACADEMY OF BEAUTY THERAPY (KZN): 2007 – 2008

Qualified as a somatologist

UNISA LLB – CURRENTLY IN MY FINAL YEAR

July 2012 to present

EXPERIENCE

ENVISAGE ADVANCED MEDICAL SKIN THERAPY (DURBAN)

March 2009 to July 2012

Performing treatments, laser treatments, salon duties and reception work

- Skills gained: -Management and organisation skills
-Stock-taking and ordering
-Client communication skills and development

SORBET (CAPE TOWN)

August 2012 to present

Performing salon treatments and reception work.

- Skills gained: -Management and organisation skills
 - Program development and planning
 - Client communication skills and experience
 - Management and organisation skills
 - Stock-taking and ordering
 - Following up with clients
 - Leadership skills
 - People management and training/mentoring
 - Conflict resolution

WESTERN CAPE GOVERNMENT DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

January 2017 to May 2017

Vacation work: Environmental Legal Support Services unit

- Skills gained: -Insight into law career
 - Practical exposure to the work of legal professionals
 - Management and organisation skills
 - Attended consultations with officials and experts
 - Perused documentation and drafted memorandums highlighting issues and concerns
 - Research case law, legislation, regulations and policy
 - Drafted opinions and correspondence
 - Perused briefs to counsel

- Perused pleadings, heads of argument and case law pertaining to litigation matter
- Attended High Court trial with counsel
- File maintenance
- Perused draft regulations being developed and provided comments to drafter suggesting potential amendments

**ADDITIONAL
SKILLS AND/OR
ABILITIES**

- Good analytical skills
- Work well under pressure
- Efficient at meeting deadlines
- Sound technical, management and communication skills
- Efficient at meeting deadlines
- Fully computer literate and proficient in Microsoft Word, Excel and PowerPoint
- Knowledge of and exposure to the business operations of the Western Cape Government and Department of Environmental Affairs and Development Planning
- Innovative problem-solving and analytical skills
- Ability to multi-task, deal with ambiguity and manage under rapidly changing circumstances

REFERENCES

SYMONE MACKAY

Previous manager at Envisage
083 2779 305

LEONI BOOYSEN

Manager at Envisage
031 765 3129

NATALIE EEKHOUT

Owner of Sorbet Gardens
082783 5350

ADV GARY BIRCH

Head of component: Environmental Legal Support Services
021 483 4041

Academic transcripts available on request