**Curriculum Vitae**

**Of**

**Leonie Elsebé Lile Brown**

**Personal Details:**

Surname: Brown

First Name: Leonie

Address: 62 Viooltjie Street Lentegeur,

Mitchells Plain, 7785

Contact Numbers: 078 067 1301/ 021 376 5492

Date of Birth: 08/ 07 / 1984

Nationality: South African

Identity Number: 8407080178089

Gender: Female

Marital Status: Single

Religion: Christian

Email Address: leoniebrwn7@gmail.com

Home Language: Afrikaans

Other Languages: English

**Character Profile:**

I strive to do my best in whatever I’m doing. I’m dedicated and I’m willing to learn. Any position such as a junior or beginner position in your company would be appreciated. I am currently unemployed and i’m looking for an opportunity to learn and gain more practical work experience and to make a positive contribution to your company.

**Educational Qualifications:**

High School: **Silverstream Secondary (2002)**

Course Taken: **Paralegal Diploma (2012)**

Institution: **The Junior Paralegal College of South Africa**

**Legal Subjects Covered:**

* Introduction to South African Law 93%
* Civil Litigation 89%
* Property Law & Conveyancing 82%
* Debt collecting 97%
* Legal Office Practice Management 99%
* Criminal Law & Procedure 92%
* Wills & Estates 96%

**Other Educational Qualifications:**

Course taken: Secretarial Training

Institution: CAD Training Centre

Duration: Six months Part time (January 2012- July 2012)

**Secretarial Subjects Covered:**

* Ms Word
* Ms Excel
* Reception
* Basic Administration
* Dictaphone Typing
* Internet & Email
* Basic Bookkeeping

**Achievements:**

I am proud of the fact that i achieved 7 distinctions for my paralegal course.

**Interest & Hobbies:**

I enjoy collecting recipes and love cooking especially curries and desserts.

I enjoy listening to a variety of music and amongst my favourite artist are Adele, Mariah Carey and Rihanna. When it comes to movies or a good book i prefer comedy, drama & horror.

**Employment History:**

Company: Discom (Promenade)

Duration: November 2007-August 2010

Position: Cashier/Retail Assistant

Reference: Diane Meyer (Supervisor)

Telephone: 021 376 4978

**Other working experience:**

I’ve worked as an Avon rep. by selling their various products and have done babysitting jobs.