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Falon Lee Mars

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# Overview

# I am presently enrolled at the School for Legal Practice (LEAD) UCT to gain practical legal training which will be complete by mid-April 2019. During my studies at UWC I worked in a trade union in order to gain additional labour experience. I also participated in a Street Law programme at UWC which involved providing impoverished communities with information on basic human rights.

# I gained working experience as a Legal Advisor and Mediator at LIPCO (Law for all). This experience taught me to interact with people (telephone and face to face consultations) at all levels and gained exposure to a variety of areas of the law.

# I am willing to relocate anywhere in South Africa (I have family in Gauteng and the Eastern Cape). I am Available Immediately.

My personal interests include reading (biographies), journaling and volunteering at sport events.

I am fluent in English and Afrikaans. I am in possession of a valid driver’s license as well as my own reliable transport.

# Education

# Matric *with exemption* 2007

# Porterville High School

# Western Cape

Subjects: English (HG)

Afrikaans (HG)

Biology (HG)

Mathematics (SG)

Accounting (HG)

Physical Science (SG)

## Bachelor of Laws 2015

## University of the Western Cape

## Electives: Agency and Cession Law

## Immigration and Refugee Law

## Law of Insurance

## Tax Law

## Muslim Personal Law

## SA Bill of Rights

**Achievements: Dean’s Merit list 2008 and 2009**

**Community initiatives:** UWC Street Law 2010-2012

**Volunteer as Rugby Event Co-ordinator at UWC 2015 – to date**

(In promotion of academic bursaries for rugby players)

**School for Legal Practice January 2019 - April 2019 (Currently)**

**(Law Society of South Africa, UCT)**

# Work experience:

University of the Western Cape November 2017 – February 2018

Bellville

Designation Administrative Officer (Invoice Processing)

Functions Confirm the validity and accuracy of invoices and other payment requests received by Finance Department for processing

Responsible for the accurate and timely processing of such payment requests

Evaluate and appropriately resolve or escalate any issues or problems identified with respect to payment requests

Identify and mitigate risk around processing of invoice

Maintain confidentiality of information processed

Initiate Voucher Audit Trail and other report

Perform payment processing related month end and year-end accounting processes

Various other duties relating to payment processing, A/P and travel

## Lipco - Law for All (Holding company) March 2016 - October 2017

## Independent African Mediation Company

## Blouberg, Cape Town

Designation Legal Advisor

Functions Provide legal advice to clients on various legal matters (i.e. contracts, bail application

and arrests) Create electronic file accounts in order to assist clients (taking instructions, law applicable, policy information, cause of action)

Refer files to Mediation Department for action

**Mediator (3 months)** Mediate contractual agreements

Urgent applications (notice of bar)

Manage creditors (telephone and email communications) in order to avoid attachment

orders

Medical aid boards complaints

Consumer protection matters

**Achievement**  The Institute of Legal Practice Development and Research 2016

Legal Development Course: **Law Reloaded**

Nehawu UWC Branch February 2014 – August 2015

(Trade Union)

Designation Labour Relations Officer/ Administrator

Functions Bookkeeping

Financial Claim Form

Labour Relations and labour dispute advise  File, batch, track documents

Logistics (organize dates, venues)

Complete claim sheets

Nehawu Regional Office November 2013 – January 2014

(Trade Union)

Cape Town

Designation Regional Administrator

Functions Bookkeeping

Process financial claim form**s**

File, batch, track documents

Logistics (organize dates, venues)

Completion of claim sheets

Recruitment of new members for Union

Labour Relations and labour dispute advice

Nehawu (UWC: Branch) May 2012 – October 2013

(Trade Union)

Designation Administrative Officer

Functions File, batch and track documents

Logistics: organize dates, venues

Complete claim sheets

Recruit new members for the Union

## Mr Sabelo Mcinziba June 2011- November 2011

## Lecturer University of Cape Town

## Political Science

## Designation: Research Assistant

## Functions

Administration duties (File and copy , telephone queries)

Research Assistant (Topic: African Renaissance)

Read, monitor and respond to the principal's email

Book appointments and meetings

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