
CURRICULUM VITAE CASPER-JEREMIA JOUBERT

Name: Casper-Jeremia Joubert

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[LinkedIn profile](#)

Executive summary

LL.B graduate from the University of Pretoria. Currently employed as a Paralegal for DLG Legal Services through Webhelp and as an editor and administrative clerk at Annelie Burger Occupational Therapists.

Skills and Competencies

- Punctual, always well-kempt, respectful, strong English communication and essay writing skills, organized, detail oriented, able to consider opposing perspectives and sensitivities, hard worker, entrepreneurial, astute, passionate about law, natural leader, team player;
- Proficiency in Microsoft Windows and macOS operating systems respectively;
- Proficiency in MS Word, Powerpoint, Excel;
- Familiar with both LexisNexis Butterworths and Jutastat electronic legal resources;
- Reliable car and Valid Code B Driver's Licence.

Languages

- English (first language proficiency)
- Afrikaans (second language proficiency)
- French (elementary proficiency)

Experience

Mar 2018 – Present Paralegal, Webhelp and DLG Legal Services

- Handling a case load of Road Traffic Accident claims;
- Representing the non-fault injured client in pursuing a claim for compensation in Tort against a negligent third party;
- Handling claims in accordance with all court rules, client protocols and internal procedures;

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- Recovery and examination of evidence from the client relating to the financial losses and to prepare a comprehensive schedule of loss;
 - Recovery and review of the medico-legal report from the agency and drafting advice to the client on the value of their claim and the prospects of recovery;
 - Legal disclosure of the evidence and pursuit of settlement of the client's claim;
 - Achieving agreed levels of billing and time recording. To comply with all professional rules relating to the professional Code of Conduct;
 - Managing all client-related work allocated in accordance with the detailed procedures and quality standards contained in the firm's workflow and client protocol;
 - Build excellent working relationships with external service suppliers;
 - Proactively take responsibility for Continuing Professional Development;
 - Use clear and plain explanations and terms, with a friendly, empathetic and reassuring attitude;
 - Reflect the brand image and customer ethos of our clients and the firm.

Jan 2015 – Present
(Intermittent)

Editor and Administrative Clerk, Annelie Burger Occupational Therapists

I edit confidential reports as well as file reports with patient files. The medico-legal field has always been of interest to me. This experience, in addition to taking medical law at university, has given me a good understanding of medical law as well as the practical side of medicine and running a practice.

Jun 2016

Vacation Work, DP Du Plessis Prokureurs

Completed one week of 'vac work' at the firm, assisting with administrative and research tasks and accompanying attorneys to court. This experience gave me a practical understanding of how the court system works, which puts me in good stead for court duty as a candidate attorney.

Jul 2016 Vacation Work, High Court Chambers

Completed one week of 'vac work' at the High Court Chambers, where I accompanied two advocates of the Pretoria Society of Advocates to the High Court in Pretoria as well as assisted in preparation for court, administrative tasks and research.

Education

2018 LL.B – University of Pretoria

- Graduated with a Bachelor of Laws in June of 2018.

2013 National Senior Certificate – Cornwall Hill College

- Matriculated with distinction (82%)
- English Home Language (79%), Afrikaans First Additional Language (90%), French Second Additional Language – 75%), Mathematics – 81%), Life Orientation (82%), Engineering Graphics and Design (90%), Physical Sciences (80%), Advanced Programme English (71%)

Achievements and Extra Curricular summary

- Active member of the University of Pretoria Branch of Students for Law and Social Justice (SLSJ) and the Debating Society.
- Received Gold medals in The Boat Race (2015 & 2016) for TuksSport Rowing;
- Achieved first place provincially (Gauteng) and reached the final rounds nationally in the National Schools Moot Court Competition (NSMCC)(2012);
- Elected to both the Junior and Senior Student Executive Council in 2010 and 2013 respectively in the Academic Portfolio;
- Senior Colours in Public Speaking (2011 – 2013);
- Recipient of the Bronze Standard of the International Award for Young People by the President as the Patron-in-Chief of The President's Award (2012);
- I competed in inter-schools hockey, tennis and chess.