Rubensteins

First Floor, Hill House

43 Somerset Road

Green Point

Cape Town

Dear Rubensteins Attorneys

**RE: Articles of Clerkship for 2013**

My name is Sarah Bold. I am 25 years old and I am currently completing my Masters in Intellectual Property Law at the University of Cape Town. I completed my LLB last year at UCT and prior to that I completed my Bachelor of Social Science degree in 2008, majoring in Psychology and Law. I found that by pursuing a combined degree I broadened my perspective of how law can be used in the work place.

I believe in helping the community and do so through a JDI (Just Do It) group. In 2009 we raised money to build two Food Tents at Lavender Hill High School. This enables the school to grow vegetables to use in their soup kitchen. I also volunteered in a SHAWCO subgroup called LAWCO during 2009 and was a member of the committee in 2010. This group believes that the children of South Africa need to be taught more about their rights and the law in South Africa. I am very passionate about this project, as I have always believed that people need to be taught their rights and given the knowledge to know where they stand with regards to South African law. I had two portfolios, namely Finance and Fundraising. I am highly organised and have excellent administration skills. I was required to plan fundraising events and to secure sponsors for such events. I organised the events meticulously to ensure that they were successful. I am hard working and managed to raise a considerable amount of money for LAWCO through my managing and planning of fundraising events. I was also responsible for the managing of LAWCO’s finances and controlled the flow of money in and out of the account. I work well in a team and participated in committee meetings where many issues were raised and solved. I am currently a volunteer once again and thoroughly enjoy teaching the learners about their rights.

I work well under pressure and learnt how to cope with time pressures during my 2005 December holidays when I worked as a waitress at Lower Slaughter Manor, which is a 3 star hotel in England.

My marks took a bit of a wobble in 2009. My grandfather had a stroke and my mother was diagnosed with osteoporosis during this time. She subsequently developed Steven Johnson syndrome, a severe allergic reaction, to her medication. I handled the majority of my grandfather’s rehabilitation. I learnt a lot during this time and it made me a stronger person. I took on the challenge and worked very hard the next year, improving my marks.

I have a strong work ethic and have managed to balance studying, working and participating in community projects. I am very enthusiastic, passionate, hard working and eager to learn. I look forward to putting my theoretical knowledge into practice. I feel that Rubensteins is a wonderful place for me for complete my two years of articles.

Thank You

Regards

Sarah Bold

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| **April 2012** | **Curriculum Vitae of Sarah Bold** | |  |  | | --- | --- | | 83 Dreyersdal Road | **CONTACT** | | Bergvliet | Cell: 072 577 5634 | | Cape Town | Home: 021 715 7210 | | 7945 | shbold@gmail.com | |

## Sarah Bold - small.JPGPersonal Particulars

**ID number:** 870120 0040 08 2

**Nationality:** South African

**Home Language:** English

**Other Languages:** Afrikaans (2nd language)

**Driver’s License:** Code B

My immediate objective is to secure Articles of Clerkship. I intend to enhance my technical and practical knowledge during Articles and to excel in every department that I encounter. In five years I aim to be confident in the application of law and make good judgement calls in various situations.

## EDUCATION

**Tertiary Education:**

University of Cape Town. LLM in Intellectual Property (2012)

University of Cape Town. LLB (2011)

University of Cape Town. Bachelor of Social Science – Law and Psychology (2008)

**Secondary:**

Rustenburg Girls’ High School. Matriculated with Distinction (2000-2004)

ICDL – International Computer’s Driving License

Entrepreneurship (Course)

## RELEVANT WORK EXPERIENCE

I have completed a two week vacation programme at Cliffe Dekker Hofmeyr. My first rotation was in the Intellectual Property department where I was required to do research and draft opinions on various matters that were in issue. My second rotation was in the Corporate and Commercial department where I was required to read through contracts and give my opinion on various issues and draft case summaries.

## GENERAL WORK EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **REFERENCE** | **DURATION** | **ROLE(S)** | **SKILLS DEVELOPED** |
| Lower Slaughter Manor (England) |  | December 2005 – January 2006 | Waitress | Teamwork, Communication, Presentation, |
| Julie Pringle |  | January 2007 – September 2008 | Tutor | Communication, problem solving |
| Lees Chinese | Wayne Lee  083 257 6113 | Jan 2008 – July 2009 | Waitress | Communication, Interpersonal relations |
| Exposure Studios |  | March 2006 – July 2009 | Promoter | Marketing, communication, presentation |

I have also performed secretarial duties in my father’s business, which is a consulting Civil and Structural Engineering practice.

## COMMUNITY SERVICE

In 2009 I was a volunteer for LAWCO, which is a SHAWCO run group. I went out to Lavender Hill High School every second week to teach the pupils about their rights and other areas related to law. In 2010 I joined the committee and was in charge of the Finance and Events portfolios. This required me to create the annual budget and to ensure that LAWCO manages its finances. I also planned events such as a bowls day which raised funds for our project as well as other volunteer based events such as a pub quiz. I also helped to market LAWCO through various campaigns such as awareness posters and pamphlets. I continued to volunteer in 2010 and was responsible for ensuring smooth running of the workshops at Princeton High School, one of our more challenging schools. I would often have to adjust the curriculum based on the situation at the school, as the normal venue was occupied and we were shifted to a small classroom. I was very proud at the end of the year to see the drastic change in the learners (many of whom joined merely for the food).

## Competencies

* **Computer Literacy:** I am proficient in the Microsoft Office suite, particularly Word, Excel and Powerpoint.
* **Communication:** I learnt how to clearly express information in an easy to understand manner during my two years of tutoring a child with ADD. I enhanced this skill be teaching Grade 9 and 10 learners in my two years with LAWCO.
* **Drafting and Legal writing:** My drafting and legal writing skills are excellent as illustrated by my First Class pass in my Research Focus Group in 2011 where I was required to write an 8500 word mini thesis.
* **Problem-Solving:** The opinions we had to write for certain subjects at UCT were challenging and they required me to exercise my problem-solving ability. There were also quite a few occasions during the LAWCO sessions where the location was changed, and I had to drastically alter the planned workshop for the day in a very limited time span.
* **Management and Budgeting:** I have some management experience through my position in the LAWCO committee. I have gained the majority of my management and budgeting skills managing the finances and events of LAWCO. I was in charge of balancing the budget and raising money through fundraising events that I planned.
* **Research:** My researching skills are excellent as vast research was required for the drafting of my mini-thesis.
* **Teamwork:** I work very well as part of a team, and I have gained much experience from my work with LAWCO in this regard.

## AWARDS

* I matriculated with a distinction in 2004 from Rustenburg Girls’ High School.
* I obtained my half colours for Cricket.
* I finished first in my class for Computer Studies in 2003 and 2004.
* I was vice captain of the First XI Cricket side in 2003 and captain in 2004.

## OTHER REFERENCES

**Name and Position:** Lee-Ann Tong, Senior lecturer at UCT

**Contact:** 021 650 5612

**Name and Position:** Tove de Chazal, former Project Leader of LAWCO

**Contact:** 071 869 7949

## INTERESTS/Activities

* Current affairs
* Play football (5 a side)
* Reading books
* Hiking
* Photography
* Travelling