

CV of Miss Mokgadi Sharon Mongalo

A2 Chabilis Mews, Nuutgevonden Estate, Stellenbosch, 7600

Phone: (078 617 7171). E-mail: smongalo7@gmail.com

Career Objective

To be an exceptional legal practitioner, who is able to deliver updated, accurate and excellent work, and to be a life-long learner. I want to grow as a person and in the legal field. I strive to improve on my drafting, reading, writing, and research skills, according to the standard required by my employer. To use my drive, passion, skills and expertise to one day see myself successful and well-accomplished.

Personal Details

Full Name and Surname:	Mokgadi Sharon Mongalo
ID Number:	9210080237080
Nationality:	South African
Home Language:	Sepedi
Language Proficiency:	English, Sepedi, Tswana, Afrikaans(basics) and Xhosa(basics)
Driver's Licence:	Code 8

Education

Tertiary:

- | | |
|----------------|--|
| 1. Degree: | Master of Laws (LLM Intellectual Property) |
| Institution: | University of Stellenbosch |
| Year obtained: | 2015 |
| 2. Degree: | Bachelor of Laws (LLB) (HON) |
| Institution: | University of Fort Hare |
| Year obtained: | 2014 |

Secondary:

Institution:	Capricorn High School
Highest grade passed:	Grade 12
Subjects:	English First Language, Afrikaans (first additional language), Mathematics, Tourism, Life Sciences, Geography, Life Orientation.

Employment History

Current employment

Institution:	Swart Attorneys (November 2016- to date)
Position:	Paralegal (Trademarks)

Duties:

- Drafting agreements;

- Liaising with the CIPC;
- Creating professional documents for clients and internal professionals;
- Assisting with all administration regarding litigation;
- Assisting with administration regarding prosecution;
- Running with the Patent Journal internally;
- Assignment of trade marks;
- Advertisements of trade marks;
- Handling all domain names and Trade mark Clearing house reports
- Liquor Board Agenda reports;
- Trade mark formalities;
- Trade mark searches (South Africa and International);
- Proactive email management to ensure prompt response of priority correspondence;
- Processing of financial arrangements with clients for services rendered and arranging of same internally;
- Recording and maintaining of client information of in-house database;
- Providing of front of house and ad hoc services when needed;
- Independently following up of correspondence, agreements, information and other; documents with clients or third parties, including foreign correspondents and opponents;
- All related intellectual property practice support and interactions with service providers;
- Basic office functions (scanning, sorting, filing); and
- Attending to couriering, "docex" and general postage of outgoing documents (other than attendance at external locations).

Internship

Institution: Pearson South Africa (May 2016-November 2016)

Position: Intern for Rights and Permissions Team
Intern for the Legal Counsel/Team

Duties:

- Working with the Rights and Permissions Team;
- Copyright researching;
- Working with the Legal Team;
- Drafting contracts;
- List compilations / capturing;
- Working with Compliance Manager;
- Sitting in risk management meetings and brainstorming sessions

Contract employment

Institution: Smollan Talent Solutions (May 2012-May 2013)

Position: Recruitment Agent

Duties:

- Interviewing candidates;
- Testing candidates; and
- Assisting in selection process

Technical skill

Microsoft Word, Excel, PowerPoint, OneNote, Outlook
SearchWorks
Lexsynergy (Domains)
Intranet (Internal)
Companies and Intellectual Property Commission (CIPC)

PERSONAL ATTRIBUTES

-Punctual	- Resourceful
-Diligent	- Responsible
-Friendly	- Fast learner
-Life-long learner	- Trustworthy
-Smart	- Good listener
-Passionate	- Ambitious
-Hard worker	- Patient
