90 Klipfontein Road **Gender**: Male **D.O.B**: 28 October 1990

Gugulethu **Nationality**: South African **T**: +27 83 466 4667

7750 **No** Criminal Record **E**:3163151@myuwc.ac.za

Cape Town

**Education:**

**2018**: Postgraduate Certificate in Practical Legal Training Course, **University of Cape Town** Law School.

**2016**: Bachelor of Law, **University of the Western Cape.**

**2009**: National Senior Certificate, **Wynberg Boys’ High School**, Cape Town.

**Achievements and Leadership Positions:**

**2018**: My academic average has improved greatly from a **D** to a **B** overall average.

**2017**: I co-founded **“*Twenty-One Plus You”***, unregistered NGO; and graduated at UWC for the Bachelor of Law degree.

**2016**: I was appointed as the **Deacon** of the Seventh-day Adventist church and **Director** of the Public Campus Ministry Department. To add, I was also elected to be part of the Church Board.

**2015**: I walked away with **Silver** and **Gold** position during the Residential Mini-Olympics (Athletics).

**2014**: We won the Easter Residential Soccer Tournament, where I was **elected as captain** of the team.

**Interests and Involvements:**

I take part in the following activities during my spare time:

Bible Studies; Working out; Sporting and Outdoor Activities, and Community & Social Education Improvement and Facilitation.

**Work Experience:**

**2017 – Current**: **CITY OF CAPE TOWN (**Metro Municipality**) – Legal Intern (**year contract**).**

**2017**: **COGNIA LAW (**Legal Service Outsourcing Provider**) – Paralegal (**two weeks contract**).**

**2015 – 2016**: **PANGEA (**Online English Language Training**) – Online Teacher (**part-time**).**

**2013 – 2014**: **OLD MUTUAL (**Pan-African investment, savings, insurance, and banking group**) – Call Centre Consultant (**part-time**).**

**2012**: **UWC LEGAL AID CLINIC (**Legal Service in a range of legal matter**) – Student Assistant (**part-time**).**

**2010 – 2012**: **CAPE TOWN SCIENCE CENTRE (**Educational Facility**) and Toy Kingdom (**Retail Toy Store**) – Sales Assistant (**part-time**).**

**Skills:**

1. **Languages**: I am fluent in Xhosa and English, but novice in Afrikaans
2. **Law**: I developed researching skills using a range of sources, including verbal questioning when required to draft my legal opinion. I further gained evaluating abilities and the capability to interpret and explain complex information clearly. This further led to my growth in analytical, reasoning and critical judgement skills.
3. **Communication**: I managed to gain oral communication skills which I developed through many presentations and professional interactions. I also take part in public speaking in Church and various communities on an ad hoc basis.
4. **Networking and Liaison**: Developed through community work and running own non-profit organization.
5. **Leadership and Teamwork**: enjoy being part of team and taking on leadership roles and responsibilities, such as leading church members and university BLA (Black Lawyers’ Association UWC).

**Key Performing Functions whilst working at the City of Cape Town:**

Communicating with staff and internal and external users of the Recreation and Parks facilities; Assisted in the Lease Rationalization Project and Application Process where I collected and captured data; Facilitated and managed EPWP Workers in overseeing the processes and compilation of their performance and reporting; Performing routine administrative tasks, such as photocopying, filing, etc; Collecting and delivering of documents and mail at various offices; and Performing administrative functions.

**References:**

**Odwa Ndesi**: Professional Officer, Recreation and Parks Department, City of Cape Town

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