



M E L I S S A E N G E L B R E C H T

LLB GRADUATE

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M E L I S S A ' S P R O F I L E

I am a self-motivated, focused, dedicated and passionate about everything that i get involved in. I am very easy to get along with and fun to be around and can also work well under pressure. I am also very humble and always willing to learn from others and grow. As I embark on my career, my objectives are to secure a permanent position in my field of study, learn, continually improve and gain necessary experience as a lawyer. I endeavour to develop my skills and become an effective and extensively knowledgeable in my career. My short term goal would be to do articles, whereas my long term goal would be to obtain permanency at the place of employment.

S O C I A L



<https://www.facebook.com/melissa.engelbrecht.10>



https://www.instagram.com/melissaengelbrecht_mel

E X P E R I E N C E

OLD MUTUAL, CAPE TOWN - CALL CENTER AGENT, 2017-JUNE 2019

Customer retentions unit
Retaining customers to the business
Assist client in getting their policies up to date
Setting and meeting targets
Manage and resolve customers complaints
Made more than 1 million rand for the business in 2018
Rated number one on the money in the bank for 2019

E D U C A T I O N

LLB Degree Completed

University of the Western Cape

2015-2018

PROBONO.ORG, CAPE TOWN - LEGAL INTERN, 2019 -JUNE 2019 TO PRESENT

Offer free legal services to the previously marginalised
Consulting Paralegal assistance
Drafting documents
Liaising with Attorneys and Advocates
Attending Attorney Seminars
Hosting legal workshops, legal clinics and presentations

C O - C U R R I C U L A R A C T I V I T I E S

Matriculated

Crystal Secondary Senior School

2010- 2014

LIFE CHOICES

A leadership organisation which had a programme running over 2 years in order to help you build your self-esteem as well as teach young men and women leadership qualities and life skills.

EXPERTISE OF INTEREST	CO - CURRICULAR ACTIVITIES	
<div>PROPERTY LAW</div> <div></div>	<div><div>CONSTITUTIONAL LITERACY & SERVICES INITIATIVE (CLASI)</div><div>A law organisation which dealt with constitutional values and with that knowledge we facilitated grade 10 school pupils to build arguments and prepare them for the Moot competition in respect of constitutional discrimination.</div></div>	
<div>CONVEYANCING</div> <div></div>	<div>HOBBIES & INTERESTS</div>	
<div>CONTRACT</div> <div></div>	<div>Spending time with family and friends</div> <div>Exploring nature</div> <div>Travelling</div> <div>Reading</div>	
SKILLS	REFERENCES	
<div>MICROSOFT WORD</div> <div></div>	<div><div></div><div>Anees Raciet</div><div>Old Mutual CRU manager</div><div>P: 078 328 0105</div></div>	<div><div></div><div>Eugenie Nelson</div><div>Life Choices Mentor</div><div>P: 076 332 1367</div></div>
<div>MICROSOFT EXCEL</div> <div></div>		
<div>ORAL & WRITTEN COMMUNICATION</div> <div></div>		
AWARDS	<div><div></div><div>Uzair Adams</div><div>ProBono.Org Regional Director</div><div>P: 083 578 3117/087 806 6070</div></div>	
<div>Top Achiever Award Grade 10</div>		
<div>Top Achiever Award Grade 11</div>		
<div>Top Achiever Award Grade 12</div>		
<div>Principals Award Grade 12</div>		
<div>Law Top Achievers programme</div>		
<div>Dean's Merit Award 2018</div>		