

CHRISTOPHER JORDAN

Legal Assistant & Night School Student

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Driver's licence: Code B – own transport

Language proficiency: English & Basic Afrikaans

PROFILE

I am a motivated legal assistant at Langenhoven Attorneys Inc. I am particularly interested in employment opportunities that will provide a suitable environment in order to develop and fine-tune my practical legal experience.

My current employment has assisted me to develop:

- excellent analytical skills combined with the ability to locate and solve problems,
- sound knowledge of legal principles and procedures,
- clear verbal and written communication skills as well as excellent time management

On a personal level, I am a diligent individual, who sets high standards for myself, both professionally and personally; when time permits, I enjoy hiking and performing volunteer work at "DAWG" in Hout Bay. I have also taken part in the Stellenbosch University criminal mock trial and STBB Vacation Program in which we took part in a civil mock trial.

EDUCATION

July 2017	School for Legal Practice (Night School)	Certificate (Reduces article period to one year)
	<i>Academic achievements to date:</i>	<i>Magistrate's Court Practice:</i> 91% <i>Wills, Trusts and Estates:</i> 90% <i>High Court Practice :</i> 69% <i>Commercial Contracts</i> 85% <i>Forms of Business Enterprise</i> 88% <i>Labour Dispute Relations</i> 86% <i>Commercial Litigation</i> 90% <i>Legal Bookkeeping</i> 83% <i>Professional Legal Ethics</i> 86% <i>Practice management</i> 80%
December 2016	Stellenbosch University	Bachelor of Laws (Postgraduate LLB – 3 years)
	<i>Academic achievements:</i>	<i>Law of Criminal Procedure</i> 76% <i>Law of Taxation:</i> 72% <i>Law of Evidence:</i> 71% <i>International Law:</i> 75% <i>Internet Law:</i> 75%
2013	Stellenbosch University	Bachelor of Arts (Social Dynamics) <i>Majors:</i> <i>Psychology</i> <i>Sociology</i>
2010	Somerset College	Senior Certificate (IEB Matric)

PROFESSIONAL DEVELOPMENT

Langenhoven Attorneys Inc
2017 – Present

Legal Assistant

Transferrable skills developed:

- Extensive legal drafting of pleadings and legal correspondence;
- Management of a newly established business;
- Light secretarial work;
- Service of documents;
- Organisation and preparation of court bundles;
- Legal research.

Areas of Focus:

- Defending and instituting eviction proceedings
- Matrimonial litigation
- Wills and Estates

Constitutional Literacy and Service Initiative (“CLASI”)
2016 – 2017

Student Volunteer

- CLASI is a program where law students from Stellenbosch University go to Kayamandi High School to educate the students about their constitutional rights and the current political climate.
- CLASI strives to engage communities in conversations about our Constitution grounded in local and global social, political and economic realities.
- CLASI also aims to build the capacity of the facilitators of these conversations by providing them with rigorous training and opportunities for self-reflection.
- CLASI believes in the importance of constitutional literacy insofar as it promotes the realisation of human dignity, critical skills development, improved access to justice and conflict resolution.

Vacation Student at Smith Tabata Buchanan Boyes
July 2016

Student

- During this program I attended presentations by the STBB Attorneys on various areas of law including: Labour Law; Litigation; Conveyancing & Commercial Law; Family law; Business Rescue Procedures and Personal Injury & Insurance Claims.
- I was also exposed to teamwork and participated in the moot court which we had to prepare.
- This experience further developed my public speaking skills and knowledge regarding court procedures.

- We were required to draft up the relevant documents and argue the case from the point of the prosecution.
- This experience helped me to gain a more practical understanding of the court room procedures and further developed my public speaking and problem solving skills.

STUDENT EMPLOYMENTS

During my years as a student, I worked part-time for a number of companies including:

- **Root 44 Market: Blue Moon Bar**
 - 2013 - Present
 - Bartender
- **Urban Tonic**
 - 2012 – 2013
 - Waiter / Porter
- **Fantasy Kids**
 - 2008 – 2010
 - Party Organiser
- **Jordan Shoes**
 - 2007
 - Sales Assistant

Development of Skills:

- Planning and people skills - managing a table section / bar duty in a fast-paced restaurant required quick thinking, efficient planning, and strong people skills;
- To meet and exceed sales targets and improve profits - upselling food and beverage items to patrons by suggesting food and wine pairings;
- Problem solving and conflict management skills - alleviated customer disputes through strong communication, listening, good judgment and negotiation skills;
- Time management skills – ensured that cutlery, crockery and bottle reach-in is stocked, garnishes are ready, ice tubs are full and glassware is cleaned for the next rush;
- To be a team player and to work in a collaborative environment.
- Effective research skills – conducted research to identify new opportunities for generating innovation in events.
- Communication and people skills – discussed specific requirements and expectations concerning the event with clients as well as the direct interaction with customers.

COMPUTER LITERACY

Level	Description	
1	Had appropriate training only	
2	Limited practical experience	
3	Extensive practical experience	
Summary	Skill	Proficiency (3)
<u>MS Office:</u>	- MS Word	3
	- MS Excel	3
	- MS Outlook	3
	- MS PowerPoint	3
<u>Legal:</u>	- LexisNexis	3
	- Jutastat	3

References on request