Dear Ma’am / Sir,

Introducing myself as an LLB graduate and current LLM academic. I am honest, energetic, professional and a determined person effective in legal research, administration (at all levels) and a dedicated individual. The level of dedication and professionalism I apply to myself, and in all areas of my working life, is attributed to my ability to work well in a team, and on my own, where the need arises. I have excellent time management skills, am highly efficient, organised and excel in challenging environments.

As my enclosed resume highlights, I offer the following highly relevant competencies for the advertised job, which I gained through previous work experience and my current responsibilities at University of the Western Cape.

* Administration assistant and academic coordinator for various faculties at the University of the Western Cape.
* Coordinator of student management systems for the faculty and drafting and publishing of academic records, timetables and policies for the faculty.
* I have the ability to work well under pressure, whilst still delivering excellent and efficient work.
* Strong organizational skills and detail orientated, with strong leadership abilities and building good report with students and academic staff.
* Excellent communicating skills, written and verbal coupled with attention to detail.
* Good knowledge of module evaluation, and verification processes.
* Good understanding of compliance regulations across various fields and industries.

I am excited at the prospect of putting my theoretical knowledge, previous work experience and current skills to use, and thus becoming an asset to your company, and to further my knowledge. Being a self-motivated, goal driven individual, I have great believe in my abilities. It would be a good opportunity to transcend my abilities, and acquire more skills within the firm.

Thank you for your time and consideration.

Jeremy Smith

Address: Residing in Mitchell’s Plain, 7798

Telephone: 0791079810

Email: jrsmith@uwc.ac.za

Date of Birth: 26 September 1976

Marital Status: Divorced

EE Status: Coloured

Sex: Male

Languages: English, Afrikaans, Xhosa, German

LinkedIn: https://za.linkedin.com/in/jeremy-smith-22469b89

**QUALIFICATIONS**

1. **LLB degree**

The University of the Western Cape – 2016

Core modules – Final Year

Advanced Labour Law

Alternative Dispute Resolution

Advanced Corporate Law

Conveyancing

Intellectual Property Law

Regional Integration

Child Justice

1. **LLM – Current**

Constitutional Rights Interpretation

Constitutional Theory

1. **Green Point SSS – Class of 1995.**

Matric Senior Certificate completed – Eastern Cape Education Department.

1. **Military Level I/II 1996 – 1997 & 2000 – 2002.**

Leadership and development

Military training for Rating I & II

1. **Weapons Officers - Course 200601.**

Management training

Technical supervisor

Administration procedures

**OBJECTIVES**

I am an open minded individual who believes that there is always a solution to any and every problem. The skill is to find that comfortable medium then apply it respectfully and diplomatically. My skills are guided by discipline, determination and dedication. I would like to obtain a position where I can find myself interacting with numerous people, in a place where I can always learn more and improve on my current abilities. My main objective is to enhance and develop further and to make a positive contribution to the firm.

**SKILLS**

* Skilled in research and presenting reports.
* Remarkable attention-to-detail and organizational skills.
* Able to tackle variety of challenging work all alone.
* Excellent knack in following oral and written instructions.
* Excellent computer skills.
* Knowledge of administrative and clerical processes.
* Familiar with latest government regulations and legal codes.
* Outstanding customer service and interpretation skills.
* Ability to handle a wide variety of tasks simultaneously.
* Great sense of professionalism.
* Good understanding of law terminology.
* Excellent communication skills.
* Strong organizational skills and detail orientation.

**CORE COMPETENCIES**

* Good analytical skills and working knowledge of Microsoft office programmes.
* Experience in policy formulation and administrative skills.
* Good organisational and planning abilities.
* Research, discovery and legal document drafting.
* Able to work independent and within a team.
* Outcome based and client focused orientated.
* A good and effective leader with excellent communication and interpersonal skills.
* Administrative report writing and efficient student advisor.

**KEY ACCOMPLISHMENTS**

* On the Deans merit list for 2012.
* Received the Deans Award for outstanding Student service.
* Awarded the Mentor award in 2013 from the university.
* Golden Key recipient for 2013.
* Part of the black lawyers association.
* Part of street law and Students for law and social justice (SLSJ).
* Head of UWC hockey for three years (2012 – 2014).
* Part of hockey development across all levels for the past 15yrs.
* Part of the Emerging Leadership programme.
* Counsellor for drug abusing teen where I speak to them at various police stations, and at schools.
* A writing coach and a tutor in the Arts and Law Faculty.

**WORK AND UNIVERSITY EXPERIENCE**

1. **Development officer for residential services on campus – 2012 till 2014.**

**Reporting to Departmental manager.**

* Ensure all the residence students (about 230) are looked after academically and psychologically in all aspects of student life.
* Monthly academic meetings and reviews of progress
* Mentoring of peers and initiating of progress plans

1. **Arts Faculty orientation and registration coordinator – 2013 till 2016.**

**Reporting to the Dean of Arts and the Faculty manager.**

* Policy drafting of programme implementation.
* Managing the students in the department.
* Facilitating a smooth entry and transition of students.

1. **Santam: 2010 – 2012.**

**Reporting to the Department manager.**

* Consultant and Line Manager for short term insurance division.

• Product training.

• Line manager training.

• Underwriting and compliance training.

• Siebel systems training.

• First line management training.

1. **Sanlam: 2008 – 2010.**

**Reporting to the Department manager.**

* Consultant and Line Manager for short term insurance division.

• Product training.

• Underwriting and compliance training.

• Team Leader training.

• Line Manager training.

• Business analysis writing.

• Safety regulation.

1. **Fusion Outsourcing: 2007 -2008.**

**Reporting to the Operations manager.**

* Consultant for British Insurance division.

• Product training.

• Customer care and compliance.

• Advanced communication.

• Staff management and compliance training.

1. **SA Navy: 1996 – 2007.**

**Reporting to the Department Officer and the Ship’s Captain.**

* Surface control operator, Weapons officer, Divisional head of department
* Organising my team for daily duties
* Supervising the daily duties
* Salaries, time sheets and duty allowances
* Shift Schedules and leave rosters
* Communications and Correspondence
* Advanced electronics
* Advanced Communications

References.

Please contact me directly with regards to reference details.