

LAUREN NIEKERK

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071-125-1387

Objective

An ambitious, hard-working and determined UCT LLB and School for Legal Practice graduate who has written all legal board exams in March 2019 and currently seeks full-time employment as a candidate attorney to further pursue a legal career.

Education

L.E.A.D. (UCT) School For Legal Practice 2018

Bachelor of Laws 2012 - 2017
University of Cape Town

National Senior Certificate (NSC) 2006 - 2010
Wynberg Girls' High School

Academic achievements:

Copyright: X Certificate 2016
Harvard University

Full UCT Law Scholarship 2013 - 2016
Awarded on the basis of academic merit and recommendation

Dean's Merit List 2012
University of Cape Town

AS Levels History: C Grade 2009
Cambridge University

Leadership & Extra Curricular Activities

Orientation leader, UCT Law Faculty 2015

- Trained extensively through workshops on mentoring, public speaking, communication and teamwork
- Drafted and distributed the orientation guide
- Secured suitable venues, organised meals and orientation hampers for over 200 students
- Conducted campus tours for large groups of students while being sensitive to those with disabilities, introduced guest speakers, answered concerns during group sessions and communicated with family members of new students

Senior Copy Editor & Marketing Co-ordinator, *Responsa Meridiana* UCT 2014 - 2015

- Chose and edited submissions for print, fixed spelling and grammatical errors, fact-checked, indexed, reduced word count and created style guides
- Established and maintained relationships with law firms and universities
- Secured sponsorship, sold advertisement space in magazine and was the group's elected public speaker
- Booked speakers, catering and venues for events and seminars that were hosted
- Trained and mentored junior committee members

Law Faculty Mentor, UCT Law Faculty 2014

- Assisted 5 first-year students into the faculty by providing support, academic advice and administrative information
- Held bi-weekly consultations with students and submitted progress reports on each student to the faculty

Social Media & Marketing Executive, UCT Current Affairs Society 2013

- Initiated creative new ways to market the society via social media promotion, advertising and events
- Wrote pitches to law firms and universities to promote society and gain funding

- Organised photoshoots, took photographs, collected information, designed layouts and proposed creative ideas
- Collaborated with team members to compile, distribute and sell yearbook at year end

Work Experience

Student Legal Advisor, UCT Law Clinic

2016

- Given case management responsibility under the supervision of a qualified lawyer on matters regarding defamation, divorce, contracts, variation orders, motor vehicle accidents, employment law, prescription, insolvency and wills
- Main duties included consulting clients, correspondence, problem solving, researching case law databases and drafting a variety of legal documents such as wills, notice of motion, variation orders, affidavits and letters of demand

Legal Intern, Smith Tabata Buchanan Boyes

2015

- Exposed to multiple areas of law (insolvency, personal injury, family and commercial law) through workshops
- Attended High Court, Magistrate Court and Deeds Office with the candidate attorneys
- Concisely delivered the closing argument for the winning team during mock trial

Legal Education Volunteer, LAWCO UCT - Khayelitsha

2015

- Mentored and taught a class of high school learners basic constitutional law principles once a week

Sales Assistant, Ralo Cosmetics

2011

- Created a welcoming environment and provided excellent customer service when assisting customers with sales
- Ordered and managed stock, packed shelves and arranged window displays
- Answered phone and helped with queries while remaining professional at all times

Skills

- Valid Drivers Licence & Own Vehicle
- Languages: English, Afrikaans (79% NSC), French (B1+ Level)
- First Aid Level 1
- Microsoft Office (Excel, Powerpoint and Word) proficiency
- Strong research, analytical and drafting skills: Research in a methodical and thorough manner
- Proficient multi-tasker
- Excellent communication skills: both written and oral, honed through school, university, mock trial experience and leadership positions
- Proven record of working co-operatively within teams
- Good relationship building skills
- Good organisational and project management ability: sticks to tight deadlines and manages time effectively
- Leadership: Adaptable and not afraid to take initiative when necessary

References

- Lesley Greenbaum, Associate Professor UCT - lesley.greenbaum@uct.ac.za
- Goksen Effendi, UCT Law Clinic Supervisor - goksen.effendi@gmail.com
- Pamela Schwikkard, Former UCT Law Dean - pamela.schwikkard@uct.ac.za