

Kari van Rooyen

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TO WHOM IT MAY CONCERN

Application for position as Professional Assistant, to commence employment on or after 22 August 2018

As a resourceful and soon-to-be admitted Second-Year Candidate Attorney with more than 3 years' experience in the legal profession, I am writing to express my interest in a position as Professional Assistant to join your prestigious team of legal experts.

My strong academic record earned me my Bachelors of Law Degree *cum laude*, as well as Academic Honorary Colours from the University of Pretoria and inclusion in the Dean's Merit list for outstanding academic achievement in my penultimate and final years of study. I also gained membership to the Golden Key International Honour Society during 2017. Golden Key is the world's largest honour society and focuses on its members' academic excellence, leadership development and community service.

I furthermore possess the following qualities which I strongly believe will contribute to your firm's profitability:

- Results-driven achiever, effective team leader and team player with good interpersonal skills;
- Capable of working on own initiative, flexible, reliable, pays attention to detail, self-driven and persistent in achieving objectives;
- Possesses excellent organisational and decision-making skills;
- Strong work ethic and maintaining of high ethical standards, as well as a commitment to excellence; and
- Exceptional writing ability.

The experience and knowledge which I gained during my articles of clerkship has enabled me to work independently on files, tend to clients' statements of account and to bring matters to finality well within stringent deadlines.

Some of the highlights of my articles of clerkship include, achieving success in a variety of litigious matters, many which I personally argued in court, developing advanced contract drafting skills through the drafting of franchise agreements, employee share ownership schemes, licensing agreements and community development agreements, as well as acquiring the ability to negotiate settlements for clients and writing legal opinions on complex legal issues such as exchange control and universal partnerships, reaching and exceeding challenging fee targets, to name only a few.

To contribute further to my skills, I enrolled with the Centre for Conveyancing Practice for an attendance course commencing on 24 July 2018 to enable me to successfully pass the Conveyancing Examination, which I aim to do in September later this year.

Enclosed please find my *Curriculum Vitae*, which outline my accomplishments in detail.

Your favourable consideration of my application is highly appreciated

Sincerely,

Kari van Rooyen.

Kari van Rooyen

Curriculum Vitae

Identification Number: **930512 009 708 8**

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Position applying for: **Professional Assistant**

Availability: **22 August 2018**

Education

2018: Passed Attorneys' Admission Examinations, Application for Admission as an Attorney of the High Court enrolled for 21 August 2018. Enrolled: Centre for Conveyancing Practice (24 July 2018).

2017: Legal Education and Development: Law School, Enterprises University of Pretoria.

2014 – 2016: Bachelors of Law (LLB), University of Pretoria (with distinction).

2012 – 2014: Bachelors of Law (LLB), University of South Africa.

2011: National Senior Certificate, Garsfontein Hoërskool, Pretoria.

(Refer to enclosed academic transcripts for modules and marks obtained)

Achievements and Leadership

2018: Passed Attorneys' Admission Examinations. Provided mentorship and training to first year candidate attorneys.

2017: Member of the Golden Key International Honour Society (for top 15% of student achievers in faculty).

2016: Graduated with distinction. Obtained Academic Honorary Colours. Received a Phatshoane Henny Group Medal for outstanding achievement. Included in the Dean's Merit List. Team leader for Civil Procedure group assignment.

2015: Included in the Dean's Merit List. Obtained an average of 79,8%.

Skills

- **Languages:** fluent in English and Afrikaans (read, write and speak-excellent).
- **Numeracy:** Legal Bookkeeping, administration of deceased estates, calculating maintenance, the accrual, etc.
- **Computer:** Microsoft Word, Excel, Powerpoint. Legal accounting systems: LegalSuite, Ghost Practice.
- **Networking and liaison:** Developed through various consultations with clients, building successful professional relationships with colleagues at Law School and Court.
- **Leadership and Teamwork:** Function as a useful and effective member of a team. Assume the role of leader in a confident, diplomatic manner. Effective delegation and management skills. The ability to motivate others.

2011: Two Distinctions in Matriculation Examination (English First Additional Language and Life Orientation). Merit award (average above 70%).

2011: Captain of Fourth Netball Team, league champions.

2007: Silver-SACSA Invitational (800m).

Work Experience

January 2017 – present: Phillip Venter Attorneys – Second Year Candidate Attorney.

- **Gained vast experience in High Court and Magistrate’s Court litigation.**
 - **Highlights:** Negotiated settlements for clients who suffered personal injuries. Achieved a 100% success rate in applications for change of matrimonial property system (Pretoria and Johannesburg). Efficient and cost effective debt collection skills. Tended to debt review procedures and the setting aside thereof. Pre-litigation: Assessed risks and analysed merits for clients. Knowledgeable regarding all litigation procedures as well as the alternative dispute resolution options. Up to date with latest developments in legislation and case law.

- **Drafting of applications, pleadings, commercial contracts, trusts and employees’ share ownership schemes.**
 - **Highlights:** Acquired a knack for incorporating credit consumers’ National Credit Act defences in concise opposing affidavits and pleas which has yielded worthwhile results. Assisted various software development companies by drafting their intellectual property assignment and licence agreements in a manner which best protects their interests. Drafted a Community Development Agreement for a large chrome transporter which has yielded substantial benefits for both the Company and the affected community. Assisted companies in optimising their tax savings and B-BBEE status through employees’ and welfare trusts. Tended to merger applications for companies. Extensive experience in effecting director changes, name changes for companies, changes in companies’ registered addresses, adding classes of shares, converting shares, obtaining information regarding companies and registration of companies with CIPC. Involved in the ongoing compliance management of Companies.

- **Registration of trade marks, administration of deceased estates, incorporation of companies and insolvency.**
 - **Highlights:** Compiled a Directors’ Duties Hand Guide for a number of corporate clients. L&D accounts in deceased estates accepted by the Master without queries after first lodgement.

- **Chaired disciplinary enquiries and appeared at the CCMA.**
 - **Highlights:** Successfully argued a condonation application for a constructive dismissal case. Well versed at dealing with all disciplinary procedures on behalf of employers and employees. Drafting of employment contracts. Compliance advice.

- **Multiple successful appearances in the Magistrate’s Court.**
- **Developed a knack for accurate integration of research into legal opinions.**
- **Highlights:** Drafted a legal opinion on the implications of the Exchange Control Regulations on a multi-million Euro sale of shares transaction from a South African company to a foreign company.
- I was given the opportunity to work independently on files and employ my own administration system which has significantly optimised my productivity and fees.

December 2011 to July 2013: Sanet de Lange Attorneys – Junior Candidate Attorney.

- Acquired resilience, the ability to work independently and apply initiative, attention to detail, research skills, leadership skills and knowledge regarding the various courts, Master’s Office and Deeds Office.

Personal Information

Nationality: **South African**
 Driver’s License: **Code B, own vehicle**
 Marital Status: **Single, no dependant relatives**
 Health: **Excellent.**

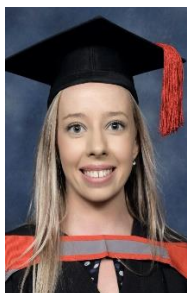
Interests

- Camping
- Crossfit
- Reading novels.

References

- Mr. Phillip Venter, Phillip Venter Attorneys (current employer)
- Mrs. Sanet de Lange, Sanet de Lange Attorneys

(References’ contact details available on request)



Supporting Documentation

- Law School Certificate
- Bachelors of Law Degree
- Academic Transcripts, University of Pretoria
- Academic Honorary Colours Certificate
- Golden Key International Honour Society Certificate
- Dean’s Merit List Certificates (2015 & 2016)
- Matric Certificate