
ANNIE DE KOK

CANDIDATE ATTORNEY

PERSONAL PROFILE

I am an enthusiastic potential candidate attorney eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Law and Commerce. Motivated to learn, grow and excel in the corporate law industry.

EXPERIENCE

Company owner and CFO

Prime Solution Projects

Dec 2020 - Present

The company was created as an initiative to stimulate the local (Potchefstroom) economy by creating local job opportunities in the midst of the pandemic | The company was responsible for the construction of a new M-Care psychiatric hospital and all its care units in Potchefstroom located near the NWU campus | After the completion of the hospital in **November 2021** I will turn over the company to my current director in order for me to pursue my career in law | Starting up the company and employing people has given me experience in various fields (business; law; finances) | Managed 27 employees by supervising daily tasks | Completed in-depth analyses of risks to control company profile, enhance systems and track legal concerns | Improved cash flow, retired debt ahead of schedule and built cash reserves while controlling costs and improving employee benefits | Drafted employment contracts in accord with labour law and labour relations | Drafted disciplinary code for all employees | Drafted invoices for completed work | Brought in revenue per invoice | Demonstrated exceptional knowledge of process optimization in relation to profit and loss

EDUCATION

North-West University

Bachelor of Laws

Jan 2020 - Present

Golden Key International Honour Society | Top 15% in my field of study in South Africa | Member of the NWU PUK Debate Society | Speaker for Bellatrix Hostel | University hostel debate coach | **EXPECTED GRADUATION - DEC 2021**

North-West University

Bachelor of Commerce with Law

Jan 2017 - Dec 2019

Member of the NWU PUK Debate Society | Speaker for Bellatrix Hostel | Debate finals speaker | University hostel debate coach | Network24 Potchefstroom finals speaker | Network24 Pretoria finals speaker

High School Rustenburg

Matric Certificate

Jan 2012 - Dec 2016

Received multiple Arts and Culture awards | Received multiple academic rewards | Received five distinctions | Top of my economics class

EXPERIENCE		ACHIEVEMENTS	
<p>University Debate Coach</p> <p>North-West University</p> <p>1 Feb 2018 - Present</p> <p>I have coached for multiple hostels at the NWU Campus (Wag-'n-Biedjie; PUK Dorp; Bellatrix; Kasteel).</p> <p>Taught students how to speak British Parliamentary Debate style Taught students how to analyze motions, formulate and substantiate arguments Was responsible for scheduling and facilitating debate practices Administered feedback to students using positive reinforcement techniques to encourage and build confidence</p> <p>High School Debate Coach</p> <p>High School Gimnasium Potchefstroom</p> <p>1 Jan 2018 - Present</p> <p>Taught children how to speak ATKV debate, how to conduct research on topics and how to present themselves Was responsible for the scheduling, coordination and facilitation of practices Conducted research for their debate and presented it to my students at practice sessions Wrote speeches</p>		<ul style="list-style-type: none"> • Environmental Green debate Winner - 2021 • Top 15% in my field of study - 2020 • Golden Key Award - 2020 • Network24 Finals speaker (Potchefstroom) - 2019 • Network24 Finals speaker (Pretoria) - 2019 • Hostel debate finals speaker - 2017; 2019 • Public speaking national finals - 2015 • Best debater award - 2015 • Best journalistic contribution - 2015 • ATKV chairperson - 2015 • Onnerieboomfees chairperson - 2015 • Arts and Culture Personality award - 2015 • Debate national finals - 2013 ; 2014 ; 2015 	
EXPERTISE		REFERENCE	
<p>Oral debate Case interpretation Efficient researcher Business planning Effective leader Corporate transactions Proficient in Afrikaans and English Conflict Resolution Document filing</p>		<p>Please visit my personal CV website for more details regarding my previous work, achievements and for all my reference letters. Alternatively send me an email on the address provided below requesting my reference letters.</p>	
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