**Curriculum Vitae of**

Christel van Dyk

079 774 5774

**PERSONAL DETAILS:**

**Surname:** Van Dyk

**First Name:** Christel

**ID Number:** 7708250027084

**Age:** 37

**Gender:** Female

**Residential Address:** 117 Station Street

Highveld

Bloemfontein

9364

**Email Address:** vdyk1205@gmail.com

**Contact Number:** 079 774 5774 // 051 444 2892

**Language:** Afrikaans (Speak/Read/Write)

**Other:** English (Speak/Read/Write)

**Health:** Excellent

**Marital Status:** Divorced

**Criminal Clearance:** *Criminal Record:*

None

**Availability:** Immediately

**Computer Literacy:** Microsoft Office

Word, Excel, PowerPoint, Publisher, Excel, Legal Suite, Lexpro

Internet

Outlook

Typing (including dictation)

**ABOUT MYSELF:**

I am a focused, loyal and dedicated person who strives to give my best at all times. I am professional in my approach when dealing with clients. I am very admin orientated, pay attention to detail and always have my work done timeously. I am ambitious and a ‘go getter’, and eager to learn new things. I am very hard working and take and give instruction well. I get along with all personalities remaining friendly, patient and professional. I will go out of my way to please my superiors and clients. Hard-working, friendly, loyal and dedicated is how my friends and clients would describe me. I am striving to work with children and will after obtaining my LLB degree enter into another course for my HOD.

**QUALIFICATIONS:**

**School Attended:** Bloemfontein High School

Afrikaans

English

History

Business Economics

Typing

Home Economics

**Tersiary Education:** UNISA

LLB 2009 - Current

|  |  |  |
| --- | --- | --- |
| AFRIKAANS FOR LAW STUDENTS | 63 | Passed |
| ACC PRINCIPLES FOR LAW PRACT | 65 | Passed |
| ORIGINS OF SOUTH AFRICAN LAW | 52 | Passed |
| FOUND OF THE SOUTH AFR LAW | 62 | Passed |
| INTRODUCTION TO LAW | 64 | Passed |
| LAW OF PERSONS | 75 | Passed with Distinction |
| FAMILY LAW | 57 | Passed |
| SKILLS CRSE FOR LAW STUDENTS | 78 | Passed with Distinction |
| GEN PRINCIPLES OF CIVIL PROC | 50 | Passed |
| LAW OF CRIM PROCED: PRE-TRIA | 54 | Passed |
| AFRICAN CUSTOMARY LAW | 50 | Passed |
| ADMINISTRATIVE LAW | 55 | Passed |
| CRIM LAW: SPEC CRIME | 67 | Passed |
| CONSTITUTIONAL LAW | 58 | Passed |
| FUNDAMENTAL RIGHTS | 55 | Passed |
| INTERPRETATION OF STATUTES | 50 | Passed |
| LAW OF SUCCESSION | 57 | Passed |
| CIVIL PROCEDURE: COURT PROCE | 50 | Passed |
| EVIDENCE: ADMIS OF EVIDENCE | 50 | Passed |
| EVID: PRESENT & ASSES OF EVI | 60 | Passed |
| INSOLVENCY LAW | 62 | Passed |
| LAW OF DELICT  GEN PRINCIPALS OF CRIMINAL LAW  END-USER COMPUTING (PRACTICA)  LAW CRIM PROC: TRI & POST –TRIAL  LAW OF CONTRACT  PROFESSIONAL ETHICS  ENTREPRENEURAL LAW  LAW OF PROPERTY  ENRICHMENT LIABILITY & ESTOPPEL | 61  63  72  52  57  60  57  51  50 | Passed  Passed  Passed  Passed  Passed  Passed  Passed  Passed  Passed |

**Hobbies:**

* Reading
* Music

# WORK EXPERIENCE:

**Company: Botha & de Jager Attorneys**

04/07/2012 – Present

**Positions Held:** *Secretary // Article Clerk*

Duties and Responsibilities:

Litigation

Collections – Sentraal High School

Bookkeeping

Debt Review

Appeal matters on behalf of Correspondents

Attending consultations with Advocates

General Administration

Typing

Copying, Compiling and Binding of Documents

Assisting Clients on Computers

Bookkeeping

**Reasons for wanting to leave:** Expand

**Company: EG Cooper & Majiedt**

04/04/2011 – 31/06/2012

**Positions Held:** *Collection Typist*

**Reason for leaving:** *Better salary*

**Company: Van Deventer & Thoabala**

*01/03/2005 – 31/03/2011*

**Positions Held:** Collection Typist

Litigation Typist

Secretary to Mr JH Scholtz

**References:**

**Botha & De Jager Inc.**

Eugene Mpikwane

083 654 1897

* + - * **EG Cooper Majiedt**

Lorinda Viviers

082 733 9879

* + - * **Van Deventer & Thoabala**

**Mr Jan Hendrik Scholtz**

0836316570

**Nelie Alberts**

084 529 3571

**Johann Oosthuizen**

0828214711

**Advocate’s Chambers**

**Adv. Danita de Kock**

0823005849