**Curriculum Vitae**



**Diandra Joone**

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Personal Details

FULL NAME: Diandra Leonie Jooné

ID NUMBER: 9303040010182

SEX: Female

MARITAL STATUS: Single

CHILDREN: 0

NATIONALITY: Namibian

BORN PLACE: Upington (Permanent Residence)

LANGUAGE English – Excellent (Speak/Read/Write)

PROFICIENCY: Afrikaans – Excellent (Speak/Read/Write)

DRIVERS LICENSE: Code 8

INTERESTS: Outdoor Activities & Sport

Jogging, Horse riding, staying fit.

COMPUTER LITERACY: Microsoft Word, Excel, Internet, Microsoft Outlook, Very good at typing.

Profile

Hi, I am 21 years old. Studying LLB Law through Unisa. Currently busy with my third year. I am a dedicated, young lady who is willing to learn and to work hard. I’m always willing to go that extra mile to ensure a job well done. I would describe myself as trustful, loyal, reliable and confident. I can work under pressure and is responsible. Have administration, leadership, planning and communication skills. I’m always friendly and up for a challenge.

Career History

1. Worked at Auction Unlimited (February 2014 until May 2014)

Duties : Lease agreements, Housing Tribunal Courts, Collections. Worked with clients on a daily basis.

Reference : Frans Viljoen

1. Worked at Coetzees Attorneys (May 2014 until November 2014)

Duties : Legal Secretary

Reference : Cecile de Milander 056 811 2136 / 082 452 1424

Qualifications

School Career:

1. Private School Excelsior, Aroab ( 2000 – 2006)

2. Private School Elnatan, Stampriet ( 2007- 2008)

3. Parys High School, (2009-2011)

Matriculated in 2011

Subject: Mathematics, Science, Agriculture, Biology, Afrikaans English.

Currently : Unisa LLB Law

Student number : 50912380

Course : Diploma in Law (98750) 3 years (2012- 2015)

: Degree in Law (98680) 1 year (2015 – 2016)