**JOANNE MCBRIDE**

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**SUMMARY OF QUALIFICATIONS**

* Bachelor of Law Degree (LLB) (Wits)
* Matric – Forest High School
* Admitted as an attorney in the High Court of South Africa
* Experienced in High Court and Magistrates Court Litigation
* Fluent in English and Afrikaans
* Computer skills include Microsoft Word (typing at 70 words per minute) Excel, Outlook
* Excellent written and verbal skills
* Excellent interpersonal skills, phone manner and office etiquette
* Analytical and creative thinking

**PROFESSIONAL EXPERIENCE**

**2005 to 2006**

Assistant

*Professor Phillipa Kruger*

**2005 - 2006**

Researcher

*Joe Nascimento Attorney*

**2006 to March 2007**

Candidate Attorney

*Brodkin Sohn Attorneys*

**March 2007 – July 2008**

Candidate Attorney

*Munro, Flowers & Vermaak Attorneys*

* Liaison with attorneys, junior- and senior advocates.
* Typed all company documents including correspondence and litigation documentation;
* Consultations with Motor Vehicle Accident victims.
* Merit Investigating.
* Written and verbal liaison with South African Police Services.
* Written and verbal liaison with various Metropolitan Police Services.
* Written and verbal liaison with Medical Institutions and Professionals.
* Accident scene investigating.
* Written and verbal liaison with Legal Professionals.
* Invoicing Legal and Medical Professionals for services rendered.

**August 2008 – March 2016**

Attorney / Professional Assistant

*Gerings Attorneys*

* Consulting with clients
* Taking instructions and opening files
* Drafting letters of demand
* Instituting legal proceedings
* Compliance with the National Credit Act including but not limited to drafting of Section 129 letters and Section 130 affidavits
* Drafting summons and particulars of claim
* Requests and applications for Default Judgment
* Applications for Summary Judgment
* Moving Summary Judgment applications at court, both unopposed and apposed applications
* Preparing Notices
* Liaising with Defendant’s attorneys
* Drafting settlement agreements
* Drafting acknowledgements of debt, consents to Judgement, confessions to Judgment, etc
* Preparing for trial, including briefing Counsel, liaison with Counsel, drafting necessary pleadings, notices and affidavits. Drafting Discovery, Compelling Discovery, arranging and attending Pre-Trial Conferences, appointing and instructing various experts, consultations with experts and witnesses, and attending trial
* Settlement of matter at trial, noting of Judgment
* Ensuring payment, receiving payment and accounting to client
* Drafting bill of cost and attending to the taxation thereof
* Monthly accounting and reporting to all clients

**March 2016 - Current**

Attorney / Owner of Firm

*McBride Attorneys*

* General litigation including:
* Consulting with clients
* Instituting action or motion proceedings in both the Magistrates Court and High Court
* Appearing in Court to move application both opposed and unopposed
* Consultations and continued liaising with Counsel
* Settlement negotiations
* Rei Vindicatio Applications
* Breach of Contract
* Drafting of Contracts
* Personal Injury and WCC claims
* Advice and drafting of legal opinions

**Education**

2000

* Forest High School
* **Matriculated with exemption**
* English First Language HG
* Afrikaans Second Language HG
* Biology SG
* History HG
* Business Economics HG
* Typing HG
* Home Economics HG
* Participated in Public Speaking and Debating

**Higher Education**

2001 - 2005

* University of the Witwatersrand (WITS)
* **LLB**

Academic transcript available on request.

**References**

* Written References available on request.