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# CURRICULUM VITAE

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**TYRONE RORKE SCHOEMAN**

### **Personal**

- Nationality – South African
- Identity number – 9811245123089
- Home Language – English
- Mobile Phone – 064 904 8321
- Email – tyronessglaw@gmail.com
- Driving license – standard car code 8
- Home Address - 50 Hendrik Potgieter Road, Diswilmar AH, Muldersdrift, Mogale City
- Hobbies – Fitness, Gaming, Sports, Reading.

### **Skills**

- Matric
- Deceased Estates Diploma
- Paralegal
- Strong Attention to detail
- Analytical thinking
- Communication skills
- Problem solving loving challenges
- Creativity
- Time management skills

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## **Work experience**

### **Freelance web development**

#### **Website for SSG attorneys (<https://ssgattorneys.co.za/>)**

Made my first professional website for Schoeman Sejwane Grobler Inc. Attorneys, [ssgattorneys.co.za](https://ssgattorneys.co.za/) (previous place of work). Duties, included ensuring the site was mobile responsive, easy to navigate, good layout for design, optimizing web pages, for maximum speed and scalability. Ensure correct domain name is registered. Make the website secure with a SSL certificate. Best SEO practises to allow the site to be visible on google search, at a higher rank.

Reference: Pieter Schoeman – 082 651 8534, [schoemanp@mweb.co.za](mailto:schoemanp@mweb.co.za) (Attorney)

Reference: Nondumiso Masondo – 076 642 , [nondumisomasondossg@gmail.com](mailto:nondumisomasondossg@gmail.com) (Attorney)

#### **Website for Heart and Soul Foundation (Charity Non-Profit)**

<https://heartandsoulfoundation.org.za/>

Second professional website Heart and soul foundation,

- Ensuring user experience determines design choices.
- Developing features to enhance the user experience.
- Striking a balance between functional and aesthetic design.
- Ensuring web design is optimized for smartphones.
- Building reusable code for future use.
- Optimizing web pages for maximum speed and scalability.
- Utilizing a variety of mark-up languages to write web pages.
- Maintaining brand consistency throughout the design.

Reference : Megan Stander – 082 090 5413, [standermeagan@gmail.com](mailto:standermeagan@gmail.com) (Charitable organizer)

## **SSG – SCHOEMAN SEJWANE GROBLER INC ATTORNEYS**

### Deceased Estates Administration

Duties in this role - Paralegal duties, drafting liquidation and distribution accounts, collecting sorting estate documentation, opening and closing of estate late bank accounts on Nedbank corporate saver. Assistance with recons on estate late accounts, administrative duties, following up with the Master of the High Court query sheets. Calculating and implementing capital gains tax within the Liquidation and Distribution account.

### Insolvent and 18/3 Estates.

- Liaising with creditors
- Drafting insolvent Liquidation and Distribution accounts
- Finalizing insolvent Estates in relation to the Insolvency Act 24 of 1936

Reference : Pieter Schoeman – 082 651 8534, [schoemanp@mweb.co.za](mailto:schoemanp@mweb.co.za) (Attorney)