
CURRICULUM VITAE OF JAYDE MARAIS



JSWRIGHT2802@GMAIL.COM



+27639539365

NATIONALITY:
SOUTH AFRICAN

DRIVER'S LICENCE:
CODE 08

SKILLS

Typing 50 WPM

MS Word, Powerpoint, Excell
and Outlook.

SAP. Emotional Awareness and
business acumen. Communication
and leadership skills.

VOLUNTEER EXPERIENCE

EXPERIENCE

CURRENT EMPLOYMENT: SELF-EMPLOYED

ROLE: PRIVATE ENGLISH AND MATHEMATICS TUTOR

January 2017 – Current

Key Roles:

- Teaching and of individual and small group (up to four children per class) students with additional English and Mathematic lessons (Ages of three to fifteen) done in person or online.
- Prepare lesson plans to meet the goals identified in the Students Study plan.
- Tracked learning progress of students in order to identify opportunities to enhance tutoring methods and help students achieve their goals.

PREVIOUS EMPLOYMENT KAP AUTOMOTIVE (PTY) LTD

ROLE: CONTRACTS PRACTITIONER

March 2019 - October 2021

Key Roles:

- Legal review, analysis and support on contractual agreements, including sale agreements, lease agreements, standard terms and conditions, franchise agreements, non-disclosure agreement's, supply agreements, Letters of Intent, credit applications and service level agreements for nine business units.
- Legal drafting, negotiating and formatting of various contractual agreements.
- Provide legal support to the legal department in managing litigation matters and legal correspondence.
- Manage the Intellectual Property portfolio for the Division.
- Review contracts register
- Manage, review and resolve discrepancies on the monthly debtors litigation reports prior to management review.
- Preparation of litigation reports on a monthly basis

Salvation Army Quarterly
clothing collects and donations.

AllLife Employment Equity
Committee 2013 – 2017

Students for Social Law & Justice

REFERENCES:

Eloise Mostert
Administration Manager
Transmission Centre
0846098973
Darodam74@gmail.com

Christopher David
Company Lawyer
InterCement South Africa
0314504423
cdavid@intercement.co.za

PREVIOUS EMPLOYMENT INTERCEMENT SOUTH AFRICA ROLE: LEGAL GRADUATE / ASSISTANT

December 2017- March 2019

Key Roles:

- Legal review, comments and advice on all contracts and agreements, including but not limited to: dependent contracts, Memorandums of Agreements, Non-disclosure Agreement's, Memorandum of Understanding, credit applications and service level agreements for all six entities.
- Legal drafting, negotiating and formatting of various contractual agreements for all six entities.
- Assisting with Company secretarial duties

EDUCATION

TEFL CERTIFICATE JUNE 2022

TEACHING ENGLISH ON THE BEACH

BACHELOR OF LAWS (LLB) COMPLETE 2012 - 2017

UNIVERSITY OF SOUTH AFRICA

FAIS RE5 REPRESENTATIVE CERTIFICATE 2015

MOONSTONE

DURBAN GIRLS HIGH SCHOOL 2005 - 2009

Matriculated 2009, with four distinctions.
Academic Colours, Prefect, Hockey Captain and Toastmasters.