



M RITTER

ATTORNEY • PRETORIA, 0081, SOUTH AFRICA • 0828691730

◦ DETAILS ◦

659 Orthoclase Street,
Elarduspark
Pretoria, 0081
South Africa
0828691730
vlamritter07@gmail.com

Date / Place of birth

22-06-1994
Pretoria

Nationality
South Africa

Driving license
Yes, Code B Since 2012

◦ SKILLS ◦

Critical thinking and problem
solving

Teamwork

Fast Learner

Time Management

Adaptability

Ability to Work Under Pressure

Communication Skills

Ability to Work in a Team

Customer Service

Microsoft Office

Leadership

Consulting with clients/council

Open Court/In Chambers
appearance

Briefing and accompanying
Advocates in the High Court

Corresponding with
clients/council/instructing
attorneys

• PROFILE

I am an admitted attorney as of 16 April 2019. My experience is mainly in the field of Family Law at my current firm but has also gained experience in the field of Labour Law and General Litigation. I am a driven and committed individual with the aim to expand my knowledge in all fields of law. I further aim to become a qualified mediator to not only assist with my approach in Family Law but also to provide mediation services to clients. I bring forth a motivated attitude and a variety of powerful skills.

★ PERTAINING TO MY CAREER

Fields of Interest, Pretoria

January 2018 — Present

- Medical Law
- Sports Law
- Environmental Law
- International Law
- Family Law
- Cyber Law

Attorney, Pretoria

August 2020 — Present

I am applying for an Attorney position at any law firm. I am willing to expand my knowledge through various forms of learning to ascertain my self in the field of law which a prospective firm are specializing in.

Preferred Geographical area of employment

February 2019 — Present

Gauteng Region, more specifically:

- Pretoria
- Centurion
- Midrand
- Johannesburg
- Somerset West
- Cape Town, Western Cape

Salary Expectations, Gauteng

August 2020 — August 2020

Minimum: R20 000 pm.

• EMPLOYMENT HISTORY

Candidate Attorney at Hack, Stupel and Ross Incorporated, Pretoria

January 2018 — May 2018

My duties at Hack, Stupel and Ross Incorporated were:

- Foreclosures for Standard Bank
- General Litigation

General litigation

Issuing, serving, filing, indexing and paginating of court documents

Legal Drafting

Third Party claims

Communicating with colleagues and respecting colleagues in the practise

Planning skills

Highly Organized

Conflict Resolution

Computer Skills

Legal Research

Advanced Knowledge of Legal Terminology

Instituting claims against the Road Accident Fund

Family Law

Caselines

◦ LANGUAGES ◦

Afrikaans

English

◦ HOBBIES ◦

Tennis.

Rugby.

Mountain Biking.

Reading.

Hiking.

◦ LINKS ◦

[Facebook Profile](#)

[LinkedIn Profile](#)

[Instagram Profile](#)

[Twitter](#)

Candidate Attorney at Vorster & Brandt Incorporated , Pretoria

June 2018 — May 2019

My duties at Vorster and Brandt Incorporated are:

- Attending consultations
- Appearing and representing clients, on behalf of the firm, in Magistrate's Courts
- Briefing and accompanying advocates in the High Court;
- Providing instructions to correspondent attorneys and receiving instructions from correspondent attorneys;
- General litigation;
- Issuing, serving, filing, indexing and paginating of court documents;
- Drafting of pleadings, notices, formal documents and affidavits;
- General matters and/or instructions in the practice, functions and duties of an attorney, with specific reference to rules of ethics;
- Third-Party claims against the Road Accident Fund;
- Family Law. *inter alia*, changing the matrimonial property regime of clients, divorce matters and maintenance;
- Communicating with colleagues and respecting colleagues in the practice;
- To properly and formally present myself in Court and in the Magistrate's Chambers;
- General tasks in the High Court, Magistrate Court and the Regional Court.

Attorney at Riëtte Oosthuisen Attorney, Pretoria

June 2019 — January 2021

My duties at Riëtte Oosthuisen Attorney were:

- Attending consultations;
- Appearing and representing clients, on behalf of the firm, in the Magistrate's Court as well as the Regional Court;
- Providing instructions to correspondent attorneys and receiving instructions from correspondent attorneys;
- General litigation;
- Issuing, serving, filing, indexing and paginating of court documents;
- Drafting of pleadings, notices, formal documents and affidavits;
- General matters and/or instructions in the practice, functions and duties of an attorney, with specific reference to rules of ethics;
- Instituting claims against the Road Accident Fund;
- Concluding claims against the Road Accident Fund in the Magistrate's Court as well as the Regional Court;
- To properly and formally present myself in Court and in the Magistrate's Chambers;
- General tasks in the High Court, Magistrate Court, and the Regional Court
- General legal tasks in the Family Law department
- Assisting with matters on Caselines.

Professional Assistant In Family Law, Labour Law and General Litigation at Stegmanns Incorporated, Pretoria

February 2021 — March 2022

My duties at Stegmanns Incorporated are:

General

- Running the firms' LinkedIn and Twitter Social Media pages;
- Coordinating De Rebus/Directive meetings once a month;
- Co-running the Social Investment Committee;
- Attending to consult with clients on various matters;
- Attending to corresponding with client's, correspondents, opposing attorneys, advocates and all other relevant parties;
- Attending to all Caselines queries and uploading etc;
- Attending to issuing of processes.;
- Providing instructions to our Messenger and Candidate Attorneys.

Family, Labour Law and General Litigation Department

- Attending to Divorce matters from First Consultation and Round-table Meeting to Trial;
- Attending to drafting all relevant pleadings, notices and letters;
- Finalizing Settlement Agreements between parties;
- Initiating and Concluding Maintenance matters, attending to Section 6 inquiries and Section 10 Trials;
- Issuing of Protection orders;
- Applying for sole guardianship, parental rights in terms of the Children's Act;
- Bringing application to amend court orders and settlement agreements.
- Attending to Labour matters, more specifically assisting with restraint of trade matters, mediation and arbitration in the CCMA and settling Labour matters by way of settlement negotiations;
- Assisting with Legal Opinions on various matters;
- Assisting with urgent applications pertaining to labour matters;
- Concluding property recollection matters;
- Drafting of various contracts;
- Attending to rental disputes;
- Attending to vehicle ownership disputes and investigating transactions;
- Assisting with Debt Collection matters for the firm;
- Attending Section 65 hearings on behalf of the Collections Department.
- Assisting with Defamation Matters;
- Assisting with Environmental Law Matters;
- Assisting with Medical Negligence Matters.

Courses/Training Completed:

- FICA Training;
- Ghost Practice Fee Earner Module 1 & 2;
- Attending Various Webinars.

Networking:

- Joined BNI Pinnacle Chapter in June 2021 assisting the Firm to generate clientele.

Professional Assistant at Nel and Stevens Incorporated, Greytown, KZN

April 2022 — Present

My duties at Nel and Stevens are:

General

- Attending to consult with clients on various matters;
- Attending to corresponding with clients, correspondents, opposing attorneys, advocates and all other relevant parties;
- Attending to all Caselines queries and uploading etc;
- Attending to issuing of processes.;
- Providing instructions to our Messenger and Candidate Attorneys;
- Assisting the Managing Director with admin tasks for the firm;
- Assuring that our FICA compliance is up to date;
- Assisting with the training for candidate attorneys.

Collection and General Litigation Department

- Attending to Divorce matters from First Consultation and Round-table Meeting to Trial;
- Attending to drafting all relevant pleadings, notices and letters;
- Finalizing Settlement Agreements between parties;
- Initiating and Concluding Maintenance matters, attending to Section 6 inquiries and Section 10 Trials;
- Issuing of Protection orders;
- Assisting with Legal Opinions on various matters;
- Concluding property recollection matters;
- Drafting of various contracts;

- Attending to rental disputes;
- Assisting with Debt Collection matters for the firm and multiple organizations, including banks;
- Attending Section 65 hearings;
- I am the head of the Collections department and handle approximately 230 files. The department is my sole responsibility, from negotiating fee structures to finalizing the matter in court;
- Attending criminal matters in various courts;
- Drafting and finalizing liquor licenses.



EDUCATION



LLB (Law) , University of Pretoria, Pretoria

January 2014 — December 2017



BSc Biological Sciences, University of Pretoria, Pretoria

January 2013 — December 2013



Matric , Hoërskool Zwartkop, Centurion

January 2008 — December 2012



REFERENCES



Lourens Grove from University of Pretoria Law Clinic (Supervising Attorney)

lourens.grove@up.ac.za · 071 873 0161



Herman Vorster from Vorster and Brandt Incorporated (Director)

herman@vorsterbrandt.co.za · 082 655 6777



Braam Du Plooy from Hack, Stupel and Ross Incorporated (Director)

info@hsr.co.za · 083 291 1636



Paulo De Freitas from Riëtte Oosthuisen Attorneys (Senior Attorney)

pauloGeorge385@gmail.com · 083 258 2065



Conrad Brandt from Vorster and Brandt Incorporated (Director)

conrad@vorsterbrandt.co.za · 082 499 8723



Isa Vorster from Stegmanns Attorneys (Director)

isa@stegmanns.co.za · 0829482976



OBJECTIVE



Objective, Pretoria

January 2018 — Present

I aim to thrive with any possible opportunity given to me and also learn from my peers and mentors at the law firm where I am employed. I aim to expand my knowledge in all applicable fields within the law profession and accumulate experience in these fields to become a complete legal practitioner that will be an asset to any firm. I aim to further my studies in the field of Medical law and eventually become a specialized attorney in the field of Medical Law.



Personal Profile, Pretoria

January 2018 — Present

The reason why I am encouraged to pursue a career in law is because of my need to help others. I have always been driven by the desire to help those in need or people that has found themselves in the tough position. On the other hand, I also wish to punish those who have done a law abiding citizen wrong. To reach this goal and experience

the feeling of accomplishment has always been my number one priority. I believe by becoming involved in law I will be able to represent those without the ability to represent themselves and to protect my fellow citizens by making sure the law and its power is always used to improve the situations and lives of the citizens. The law is also constantly changing and as a person that always seek new adventures and opportunities is it the perfect environment because every case is handled in its own unique way with a different angle.

Why I believe that I would be an excellent addition to the law world is because of my level of commitment to my dreams and to the people around me. The one characteristic that I deem important is commitment. If someone possess this characteristic in the professional world it means that they can always be counted on when, for example, they are given a task. My commitment will be a valuable asset to any firm as I believe that together with commitment and my drive to reach my goals I will be successful at any task bestowed upon me. I am always cheerful and full of jokes to prevent any tension and keep the mood light in the room. I believe that my success will always be due to a great team and the mentors I have had and will have one day. Just as I have learned from my loving family is that if we wish to improve ourselves we should surround us with people or a team that shares the same goal and that their priorities are in line with ours. Therefore one should consider a firm and their priorities and if these said priorities are ones that you will be able to support.

My final goal is to become a precursor in the field of medicine law and to further the studies within this specific field of the law. Within my years of studying law I have realized what characteristics it takes to become a respected lawyer and I believe I have these qualities.

Achievements, Pretoria

January 2012 — Present

I served on the Representative Student Council for 4 years at Zwartkop High School, where I developed my communication, leadership and planning skills as these skills were paramount to fill the role successfully.

I served as a Student Counselor for the duration of 4 years at Zwartkop High School where I was given the roll of caretaker and mentor for learners.

I was one of only 2 male learners from Zwartkop High Sch that was shortlisted to serve on the Junior City Council.

In my Matric year, I was selected as Deputy Head-boy where I furthered my communication, leadership and planning skills by applying them in various circumstances that was in line with my duties as Deputy Head-boy .



COURSES



Law School, University of Pretoria

July 2018 — December 2018