

MELISSA VERONA BOTHMAN

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PROFILE

I am a degree educated, ESL/EFL certified teacher. I enjoy being creative and I am also keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. I am mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school.

TEFL TRAINING

Oct 2020 – April 2021

TEFL Certificate - The TEFL Academy, UK

- Create lessons for a variety of levels from pre-intermediate to advance
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilising the internet
- English grammar and how to teach the essential language
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques

EDUCATION AND COURSES

2022 – 2025

LLM (Master of Laws in Human Rights Law) – University of South Africa

2014 – 2019

LLB (Bachelor of Laws) – University of South Africa

2006 – 2010

National Senior Certificate, Montana High School

RELEVANT EXPERIENCE

2017 – 2019

Tutoring students in English, History, Mathematical Literacy and Afrikaans

EMPLOYMENT

Nov 2015 – May 2020

Paralegal at Douglas Bennet Incorporated

My key responsibilities entailed the following, namely: - conducting legal research and analysis; case management; drafting notices and pleadings; attending to correspondence between clients and defendant attorneys; serving and filing of legal notices and pleadings; preparations for trial proceedings; filing, preparing briefs for Counsel, arranging appointments and diary management, compliance for tender purposes, all CIPC related issues, drafting of joint ventures, memorandums of understanding, memorandums of agreement and resolutions.

June 2020 – Present Paralegal at RH Lawyers Incorporated

My key responsibilities entail the following, namely: - conducting legal research and analysis; case management; drafting notices, pleadings applications and various other legal documents; attending to correspondence between clients and defendant attorneys; serving and filing of legal notices and pleadings; reviewing of my fellow paralegals work; working on class action matters.

PERSONAL DETAILS

Date of Birth: 28 July 1992

Marital Status: Single

Health: Excellent

Nationality: South African

REFEREES ON REQUEST