



# ABIGAIL JOY-ANNE ROOTMAN

## SUMMARY

I am a law student, completing my BA Law in 2021 and going on to LLB in 2022. I am committed to learning new skills and further developing the skills I have. One of the main reasons I decided to study law is that I am passionate about helping people, and want to help ensure that everyone is treated fairly and justly in the way which they deserve. Something I think is very important in the professional world is to remember your own humanity, and to always try to ensure that a person will walk away with a smile on their face after a conversation with you.

## CERTIFICATES

- Teaching English as a Foreign Language (2021)
- Golden Key Award Society (2020)

## EXPERIENCE

### ASSISTANT • HELEN ALPINO • JULY 2021 – CURRENT

- Assist in packaging and labeling shipments to be sent out.
- Occasional delivering of products or purchasing of consumables.

### OWNER/OPERATOR • B'S BOMBS • JANUARY 2018 – CURRENT

- Started local business upon noticing demand for affordable yet good quality bath bombs.
- Managed day to day business operations.
- Assessed income and expenses and adapted plans to improve profit levels.
- Developed and nurtured lasting customer relationships by projecting professional and friendly image.
- Kept all working areas and equipment functional and well-organized to promote business performance.

### BABYSITTER • KUUNGANA BUSH LODGE • AUGUST 2019 – CURRENT

- Occasionally babysit at a wedding.

### ACCOUNTING TUTOR • PEARLS FOR JESUS HOMESCHOOL CENTRE • MAY 2021 – NOVEMBER 2021

- Collaborated with students to complete homework assignments, identify lacking skills and correct weaknesses.
- Helped students understand accounting concepts by using real life examples.
- Organized, planned and delivered lessons to help students prosper in accounting classes

## SKILLS

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- Sales processes
- Customer service
- Spreadsheet management
- Document editing
- Office administration
- Process optimization
- Business administration
- Microsoft Word, Excel, Powerpoint, Outlook
- Computer literacy
- Bilingual (English & Afrikaans)
- Typing speed 54 wpm, 98% accuracy
- Proofreading/editing
- Academic research
- Responsible & reliable
- Attention to detail
- Hard worker
- Persistent
- Trustworthy
- Interpersonal communication
- Good telephone etiquette
- Friendly

## SALESPERSON • STALL @ PRETORIA BOEREMARK • JULY 2017 – JANUARY 2021

- Assisted in running a stall at the market, eventually expanding into two stalls, running the second stall and interacting with clients and selling products.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.
- Listened to clients and introduced solutions to satisfy business and personal needs.
- Balanced and organized cash register by handling cash and counting change.
- Approached browsing customers to initiate conversations to determine buying preferences.
- Asked open-ended questions to determine needs and assisted customers in selecting appropriate products.

## EDUCATION

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BACHELOR OF ARTS - LAW • 2019 – 2021 (COMPLETING) • UNIVERSITY OF PRETORIA

NATIONAL SENIOR CERTIFICATE • 2014 – 2018 • CURRO HAZELDEAN HIGH SCHOOL

## LANGUAGES

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English – Native

Afrikaans - Native