



Chelsey Sage Pfeil



Umhlanga, South Africa

Nationality: South African (SA
Passport)



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EDUCATION

Schooling:

Durban Girls College 2012

Matriculation with a Bachelors
Pass

University:

Bachelor of Laws (LLB) – Unisa
2021

TEFL:

Completed 150-hour TEFL course.

PLT – LEAD:

PLT Completed in December 2022

Board Exams:

Paper 3 & 4: Passed

Paper 1 & 2: to be written in March
2024

PROFILE

I am an aspiring young female lawyer who is ambitious, passionate, and driven about achieving my goals. The journey to becoming a lawyer has been one I decided to take to prove to myself that I am able of achieving more than I thought I was capable of. As a result of this, I firmly believe that the things you appreciate most in life are those that you work the hardest for.

I am honest, reliable, hardworking, and trustworthy. I am very organized, punctual, and always conduct myself in a professional manner. I have good communication skills, interact well with my peers and superiors, whom I am also respected by. I seize every opportunity to grow and learn something new, both in my personal life and in my career. Thus far I have had exposure to the following industries:

- Corporate Law
- Maritime Law
- Commercial Law
- Family Law
- Contract Law
- Shipping and Logistics
- Mining Law
- Construction and Plumbing (Administration)
- Industrial Airconditioning and Refrigeration (Administration)
- Child minding

Whilst studying full time for my law degree, I continued to work as an au pair as child minding has always been another passion of mine. During my gap year in 2015 I managed to work full time as an au pair as well as an administrative position for a Construction and Plumbing company.

Continuing my studies via correspondence, I continued to au pair as well as holding an administrative position in an industrial air-conditioning and refrigeration company.

All these positions and practices have provided me with the skills that would make me an asset to any company.

I am always open to new adventures and seek every opportunity to broaden my horizons both in my work and personal life experiences.

During my travels to the Caribbean from 2021 to 2022, while working full time, I had the opportunity to broaden my experiences, learn new cultures and experience life abroad. I met people from all over the world which taught me significant people skills, specifically, with people from different backgrounds.

SKILLS

PROFESSIONAL

Time management
Organizational skills
Administration
Communication
Computer Proficiency
Conflict Management
Honesty
Leadership
Loyalty
People skills
Family orientated.
Self-Discipline

LANGUAGES

ENGLISH
AFRIKAANS

INTERESTS

Law
Baking
Fitness
Music
Reading
Travelling
Animals.

ASPIRATIONS

Complete Board Exams
Get Admitted as an Attorney
Sit the Conveyancing exam
in August 2024

EMPLOYMENT HISTORY

CANDIDATE ATTORNEY

Prinsloo Inc Attorneys 2023 – currently employed.

Duties and responsibilities include:

- Drafting of legal documents
- Right of Appearance & appearing in Magistrates Court
- Drafting of Discovery Affidavits
- Correspondence with clients
- Drafting and executing Writ of Executions
- Travelling to Court to Serve and File
- Preparing Briefs for Counsel
- Instructing the Sheriff's department
- Drafting of liquidation papers
- Drafting warrants of arrest
- Drafting simple and combined summons
- Attending to the execution of the renewal of a mining right
- Attending to the arrest of cargo/consignments
- Correspondence with the Sheriff's department
- Instructing correspondent Attorneys.

AU PAIR 2013 – 2021

Duties and responsibilities include:

- Mentoring child and providing feedback to the parents
- Managing and planning child schedule
- Liaising with parents on child's schedule and activities
- Assisting in homework and education of child
- Extracurricular activities
- Discipline
- Psychological, social, and educational development

ADMINISTRATION

Flush Con 2014-2016

Duties and responsibilities in the client accounting department included:

- Financial administration
- Buying
- Customer communications and liaison
- Financial planning

ADMINISTRATION

BKG Refrigeration and Airconditioning 2018-2021

Duties and responsibilities of employment were as follows:

- Financial administration
- Preparation of financials
- Customer liaison

REFERENCES

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