

SHERVONA TIA MARSHALL

CANDIDATE ATTORNEY/LLM CANDIDATE 📍 CAPE TOWN, SOUTH AFRICA ☎ 071 869 7640

◦ DETAILS ◦

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Cape Town
South Africa
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Place of birth
South Africa

◦ LINKS ◦

[LinkedIn Profile](#)

◦ SKILLS ◦

Fast Learner

Ability to Multitask

Ability to Work Under Pressure

Familiarity with law, legal
procedures and protocols, and
court system

Satisfactory knowledge of
day-to-day operations of a legal
office

Working knowledge of case
management software

Excellent secretarial and
organisational skills

Ability to juggle multiple activities
and work under pressure

Good time management skills

Attention to Detail

Legal Drafting

Legal Research

Keeping up to date with changes
and developments in the law

Having enthusiasm, ambition,
self-awareness and initiative

Analytical and problem-solving
skills

Providing a high level of client care
in all activities

👤 PROFILE

A self-motivated second year Candidate Attorney at a boutique law firm, who is fully aware of the structure, culture and procedures of the legal profession. Experienced in and having a good understanding of how to build relationships with clients and to provide appropriate and effective legal advice to clients from all walks of life. Easy going by nature and able to liaise with case officers, managers and decision makers with regards to on-going legal matters. Highly organized, and skilled in public speaking. Adept in preparing for trials, reviewing documents, and effectively presenting cases in court. Bringing forth a proven track record of achieving favourable outcomes for clients. A fast learner with leadership skills who works well under pressure, and understands the complexities of the legal system.

Currently an LLM student at the University of the Western Cape, writing a mini-thesis on Intellectual Property Law and the interconnection with Information and Communication Technology Law. Throughout her career Shervona has worked on complex, important and high profile cases and is a confident and legal professional who now wants to develop his technical and commercial skills further in an esteemed firm.

Career objective: Securing the position of a junior lawyer and handling legal cases successfully by using knowledge in law and sharp analytical skills. To acquire the competence in handling clients and cases independently.

📁 EMPLOYMENT HISTORY

Second Year Candidate Attorney at BBP Law Attorneys, Cape Town

2022 — Present

Key Responsibilities:

- Assisting to prepare a clients case documents.
- Attending Court appointments with clients.
- Researching documents and case histories to ensure accuracy of advice and procedures.
- Gaining experience in commercial law, with a focus on reviewing, assessing and negotiating contracts and gaining experience in technology transactions.
- Recording and monitoring office expenses and raising invoices.
- Providing legal advice to decision makers regarding possible solutions.
- Answering the phone, filing documents and other administrative duties.
- Using a range of legal and influencing skills to secure strategic outcomes that are compliant with the law.
- Ensuring that the company's and clients' business transactions are in compliance with the law.
- Attending to court appearances for Criminal and Civil matters.
- Attending to court appearances for Protection Orders.
- Attending to settlement negotiations.
- Conducting consultations with Clients and drafting merit reports.

Legal Assistant at Exigent Limited, Cape Town

2020 — 2021

Key Responsibilities:

- Provided administrative support to lawyer and enhance office effectiveness.
- Handled communication with clients, witnesses etc.
- Administratively supported and attended trials.
- Prepared case briefs and summarize depositions, and testimony.
- Conducted investigations and statistical/documentary research.

Understanding and analysing complex legal issues and information

Experience of explaining a firms fee structure to potential clients

Familiar with researching documents and case histories

Flexibility and Adaptability

Microsoft Office Suite

◦ LANGUAGES ◦

English

Afrikaans

Afrikaans

- Located and developed case relevant information.
- Typed up and file basic legal documents and correspondence.
- Answered and directed phone calls.
- Maintained contact lists.
- Monitored deadlines and juggled calendars.

Graduate Lecture Assistant at UWC Faculty of Law, Cape Town

February 2020 — November 2020

Key Responsibilities:

- Supported the design, development and production of learning and teaching material and delivered either across a range of modules or within a subject area.
- Ensured the efficient delivery of teaching programmes in accordance with the University's strategy, policy and procedures.
- Administration of student records.
- Tutored second year students in the modules Legal Interpretation & Law of Succession.
- Conducted tutorial classes and revision of test work for students.
- Consulted with students about the curriculum.
- Set up tutorial tests for students.

First Year Transition Organisation (FYTO)- Mentor at UWC Faculty of Law, Cape Town

2019

Key Responsibilities:

- Assisted first year students with adapting to University and time management.
- Assisted first year students with preparing for class tests and examination.
- Assisted first year students with coping with University demand and referring students for on-campus psychological assistance.

HIV & Aids Peer Educator Programme- Peer Educator at UWC CSSS, Cape Town

2018

Job Shadowing at Matthew Gess Attorneys Inc., Cape Town

2018

(Two weeks)

Key Responsibilities:

- Observation on how different employees within a law firm work together in day-to-day tasks and engagement with court staff.
- Attended court proceedings and document reviewing.

Jon Shadowing at Brevity Law-Job Shadow, Cape Town

2018

(Two weeks)

Key Responsibilities:

- Drafted documents.
- Legal Research.
- Attended client meeting and taking minutes.
- Familiarised court structure.

Sales Assistant at Nike Factory Store, Cape Town

2017

Key Responsibilities:

- Ensured high levels of customer satisfaction through excellent sales service.
- Maintained outstanding store condition and visual merchandising standards.
- Maintained a fully stocked store.

- Recommended and displayed items that match customer needs.
- Welcomed and greeted customers.
- Managed point-of-sale processes.
- Actively involved in the receiving of new shipments.
- Kept up to date with product information.
- Followed all companies policies and procedures.

Waitress at Skynet Events Solutions, Cape Town

2017

Key Responsibilities:

- Worked to accommodate patrons with personal dietary preferences and restrictions.
- Maintained the highest standards of safety and hygiene throughout the restaurant as per city and restaurant regulations.
- Adhered all health and safety standards to promote wellness and the most enjoyable dining experiences possible.
- Informed customers of new menu offerings and specials.
- Adhered to all company rules and guidelines.
- Reported any incidences or concerns to the manager.
- Accurately recorded orders and notified chefs of any dietary restrictions.



EDUCATION

TEFL (120 Hour Course)

2023

LLM - Intellectual Property Law & Information and Communication Technology Law, University of the Western Cape

2020 — Present

LLB Law (Hons), University of the Western Cape

2016 — 2020

- Electives: Alternative Dispute Resolution, Conveyancing, Legal Process (Drafting of documents and consulting with clients), Intellectual Property Law.

Matric, Groenvlei High School

2013 — 2015

- Awards: Top Achiever for Business Studies, Merit for Afrikaans, Award for Accounting, and 7th position of Matric Top 10.



RESEARCH/PUBLICATIONS

- Final year module: Research paper 431- obtained 83% Title: "*The critical analysis of the protection of women's rights in the context of polygamous marriages*".
- Cape Argus Article Title: "*There is more to life than passing your matric exams*".



REFERENCES

- References available upon request